IOMeeting User's Guide

V 2.1
2012.6

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1. System Structure & User Roles

IOMeeting services are divided into two groups: Administration Services (AS) and Meeting Services (MS). All services are provided through a browser.

1.1 Administration Services (AS)

AS is for admin to manage hosts. Admin can create, edit and delete hosts.

Company URL: IOMeeting create a different sub-domain for every customer in the format of: http://abc.iomeeting.us. It is your company's home page on IOMeeting, through which admin can login, host can start, participants can join meetings.

Roles:

- **Admin**: Each company has one admin. Admin can change the settings of company, set language and time zone, create, edit and delete hosts, etc.
- **Host**: Hosts are created by admin. Hosts can log in, schedule meeting, start meeting, invite participants to join meeting, check previous meeting participants, etc.

1.2 Meeting Services (MS)

MS is for hosts to conduct meetings. Host can assign different roles to different participants, share documents, transfer files, start video conference, etc.

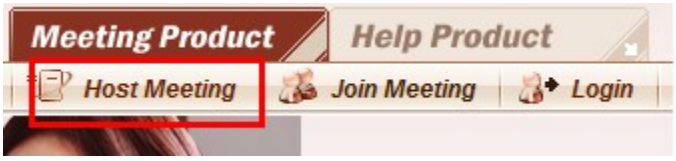
Roles:

- **Host**: The person who schedules and starts the meeting. In meeting, host can assign a participant to be host or presenter, invite/expel participants and end meeting. There is only one host in a meeting at any time.
- **Presenter**: The person who currently controls the meeting. Presenter can upload and share documents, transfer files, share desktop. At the beginning of a meeting, the host is also the presenter. Current presenter can assign another participant to be presenter. There is just only one presenter at any time.
- **Participants**: All the participants of a meeting, including host, presenter and other attendees.

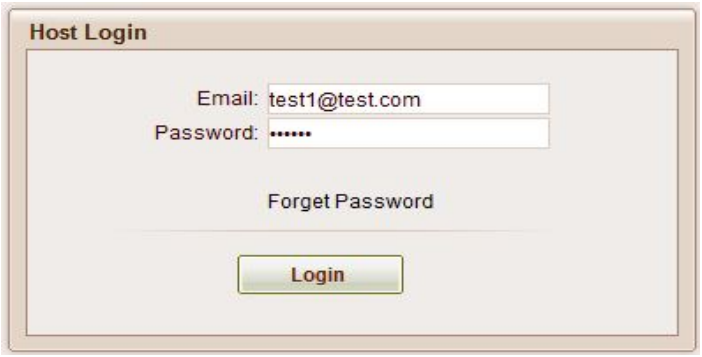
2. How to Start a Meeting

Only hosts can start a meeting, the steps are:

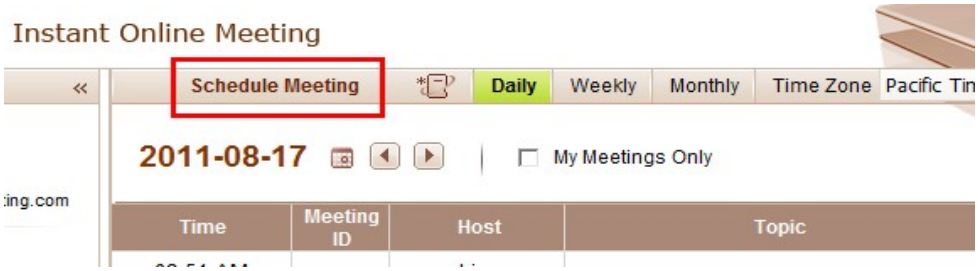
Step 1: Visit www.iomeeting.us, click on button "Host Meeting" or login to your site https://xyz.iomeeting.us;



Step 2: Input the Email address and password, click on "Login"



Step 3: Click on the button "Schedule Meeting" at top-left corner to schedule a new meeting;

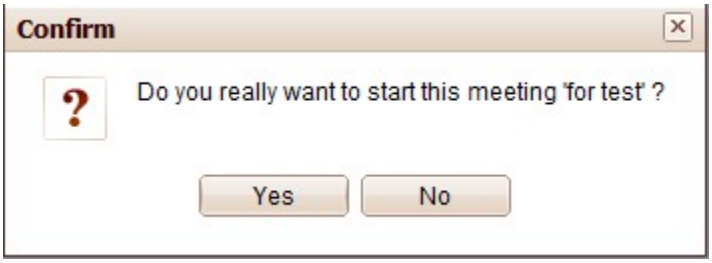


Step 4: Fill in the meeting information, meeting title can't be empty, meeting agenda and password can be empty; click on "Start Now" to start the meeting at once; or click on "Schedule" to start the meeting later.

Schedule Meeting
Meeting Topic: Test *
Start Date: 2011 - August - 17
Start Time: 07 : 00 AM PM
Estimated Duration: 1 Hours 0 Minutes
Agenda: 1.test 2.test 3.test
Language: English
Private Meeting:
Meeting Password:
Confirm Password:
If the number of attendees is more than 50, you'd better make the number of attendess under 50 and others should be observer type *
Observer:
Cancel
Start Now
Schedule

Step 5: If you have scheduled a meeting, you can find the meeting in meeting list, click on "Start" to start the meeting.

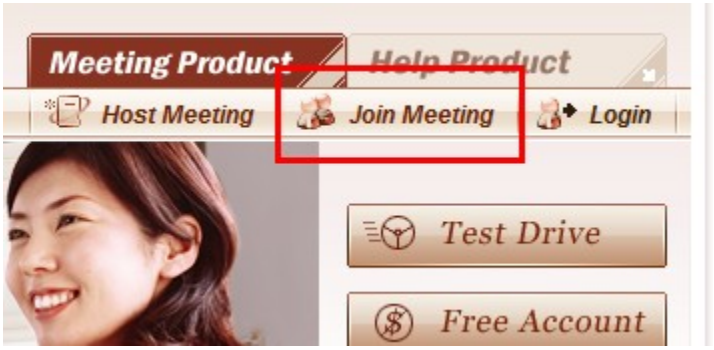
Step 6: Click on "Yes", start meeting succeed.



3. How To Join A Meeting

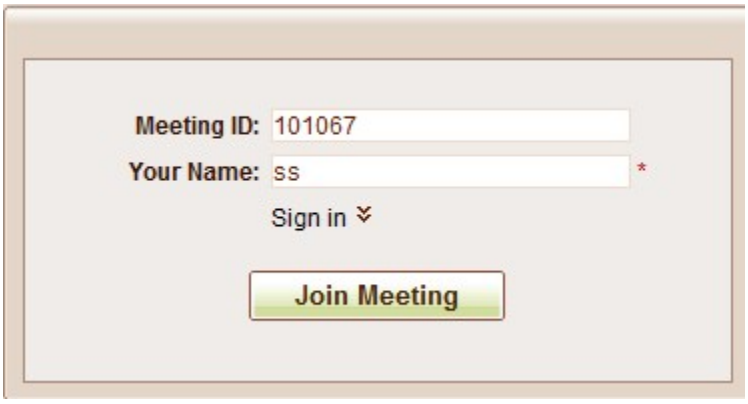
3.1 Method One - IOMeeting Home Page

Step 1: Visit www.iomeeting.us, click on "Join Meeting";



Step 2: Input meeting ID, and then click on "OK";

Step 3: In the new dialog, input meeting password if exists, and your name, click on "Join Meeting";

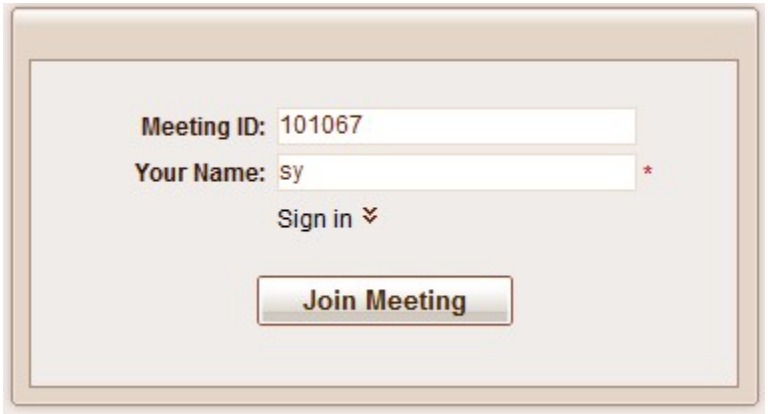


3.2 Method Two - Your Company URL

Step 1: Visit your company URL: http://abc.iomeeting.us;

Step 2: In the right box, enter meeting ID, click on "OK";

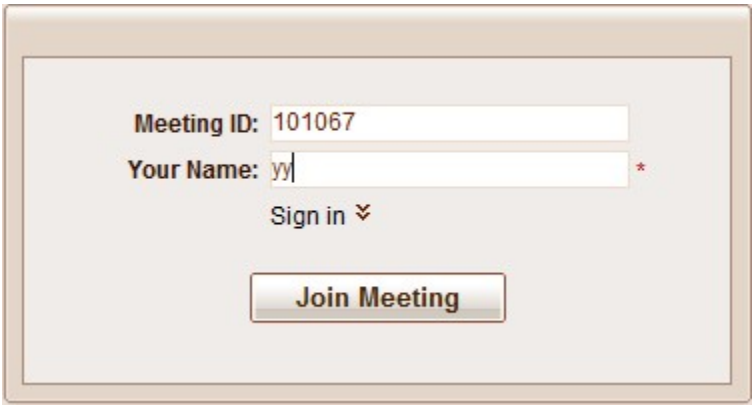
Step 3: Enter meeting password if exists, and your name, click on "Join Meeting";



3.3 Method Three - Meeting URL

Step 1: Visit the meeting URL that the host gave you, e.g.:

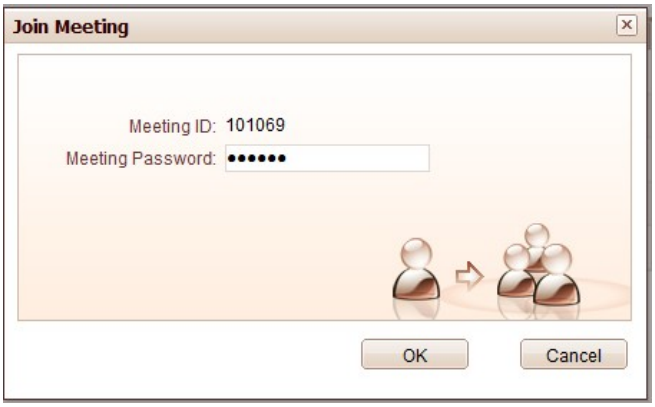
Step 2: Enter meeting password if exists, and your name, then click on "Join Meeting";



3.4 Method Four – From Host Account

Step 1: Login as host, find the meeting you want to join in the meeting list, then click on "Join";

Step 2: Input meeting password if exists, click on "Yes"; if the meeting doesn't have password, host can join the meeting directly;



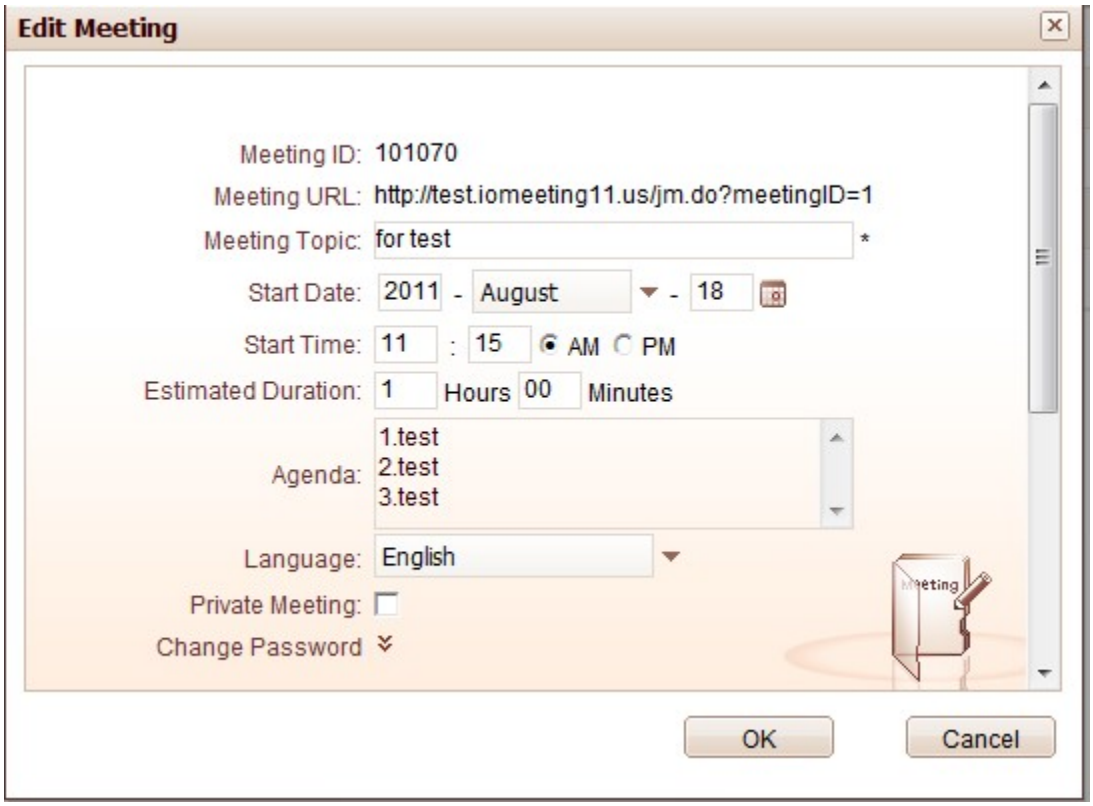
4. Manage Meetings

Host can edit and cancel a meeting. Firstly login to host account.

4.1 Edit Meeting

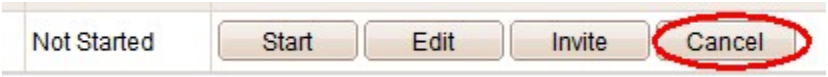
Step 1: Find the meeting you want to edit in meeting list, and then click on "Edit";

Step 2: Update information about the meeting and then click on "OK";



4.2 Cancel Meeting

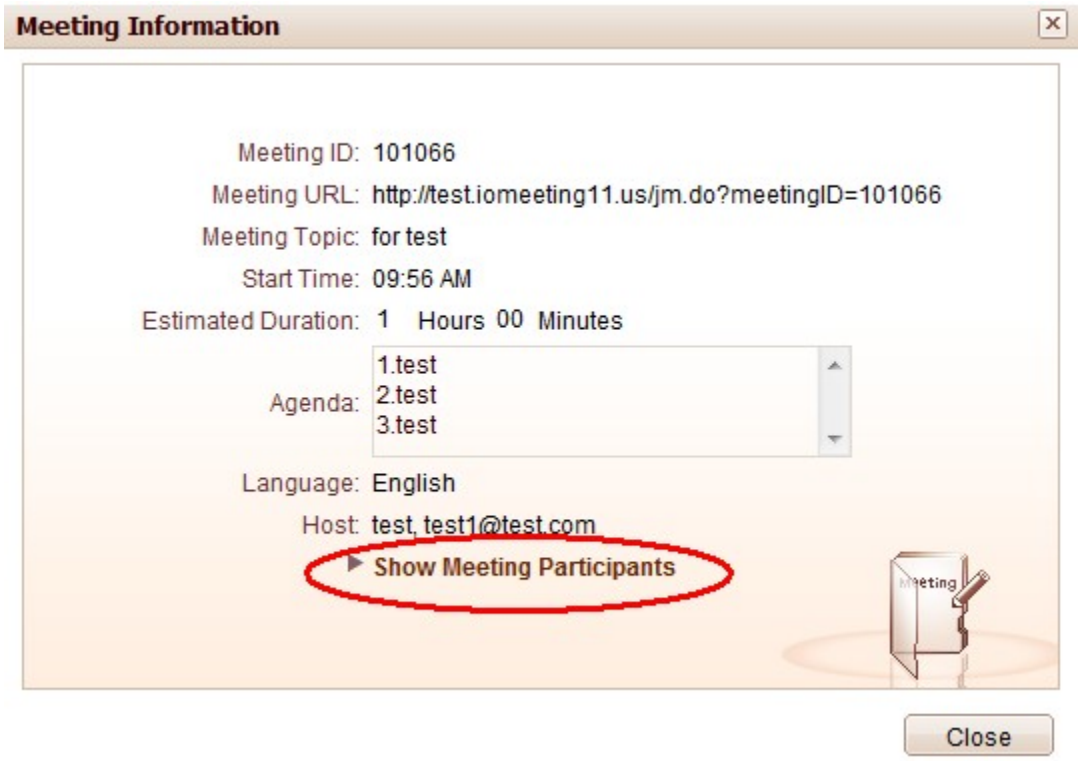
Find the meeting you want to cancel in meeting list; click on "Cancel", and then the meeting will disappear from the meeting list.



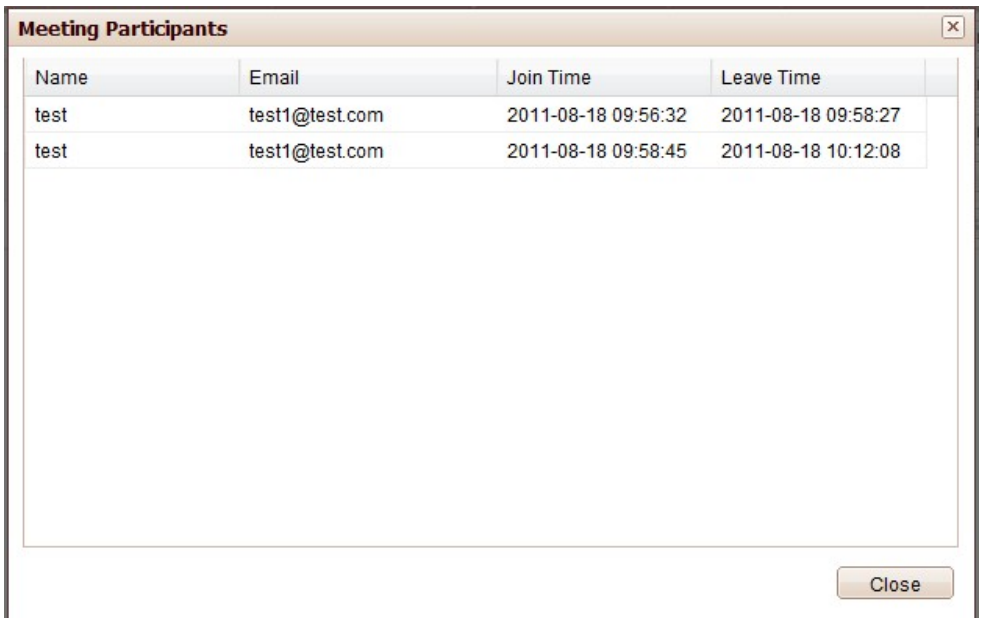
4.3 Check Previous Meeting

Step 1: Find the ended meeting in meeting list, click on "Info";

Step 2: On meeting information dialog, click on "Show Meeting Participants";

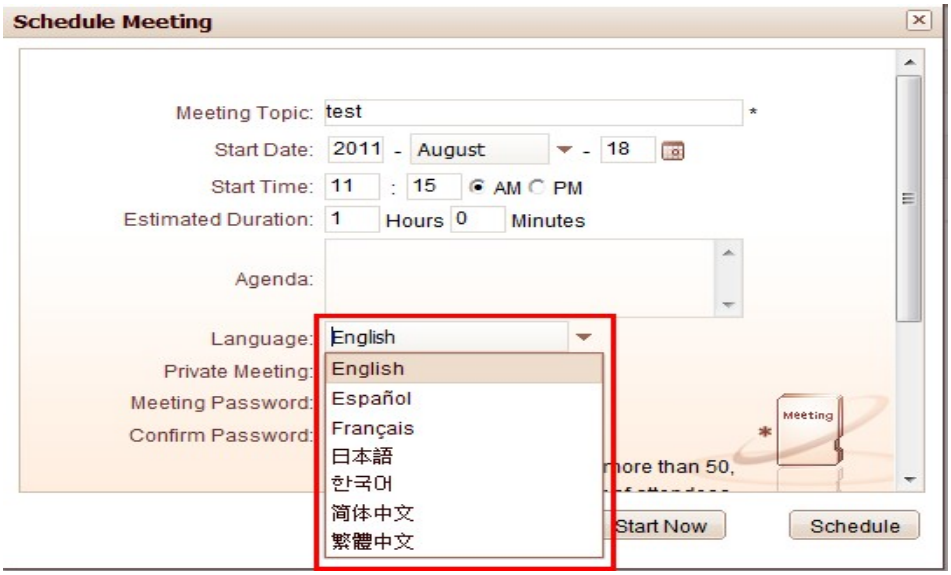


Step 3: Show the name, email of each participant, and join and leave time.

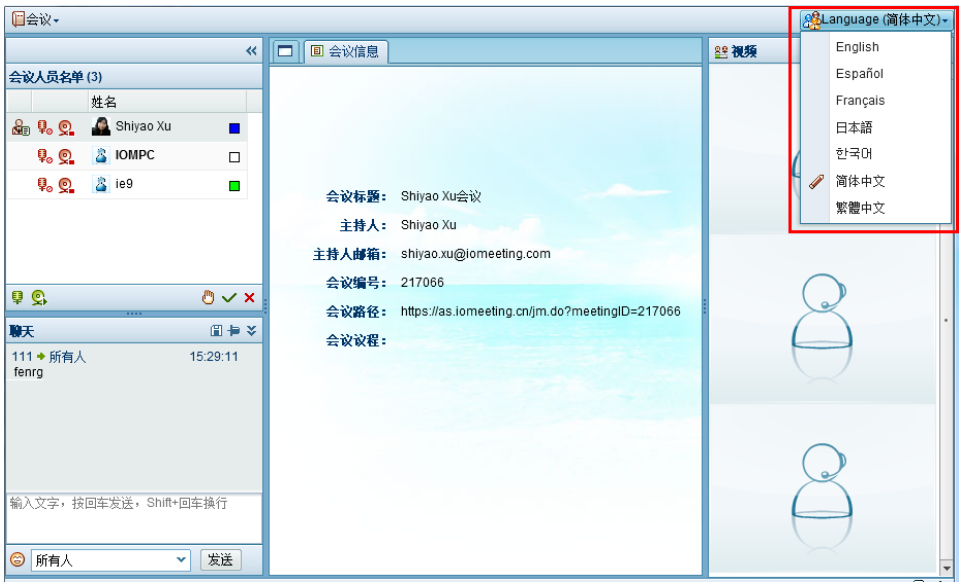


5. Languages

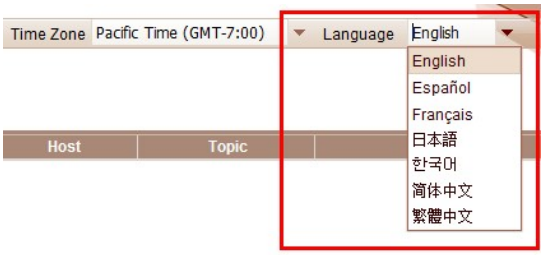
1. When host schedules a new meeting, host can choose a language for the meeting, which is the default display language when participants join the meeting.



2. In meeting, when participants want to change the display language, they can click on the drop-down box "Language" at right up corner to switch the language.



3. Admin and host also can change display language for Admin System.

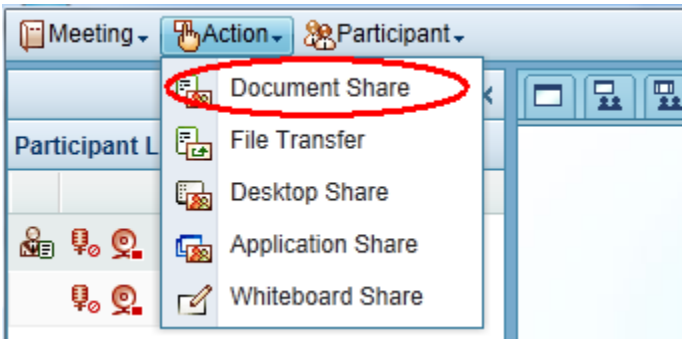


6. Document Share

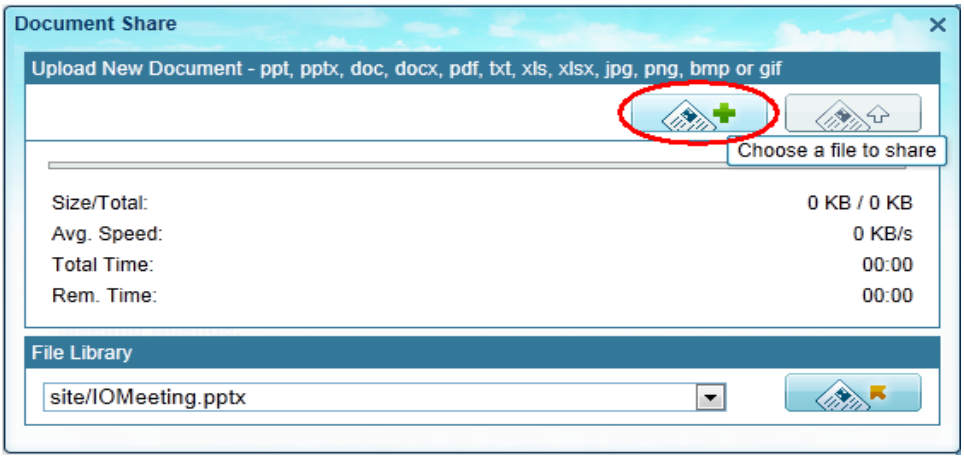
The presenter can share documents with participants. If needed, all participants can annotate on the sharing document simultaneously.

6.1 How To Share A Document

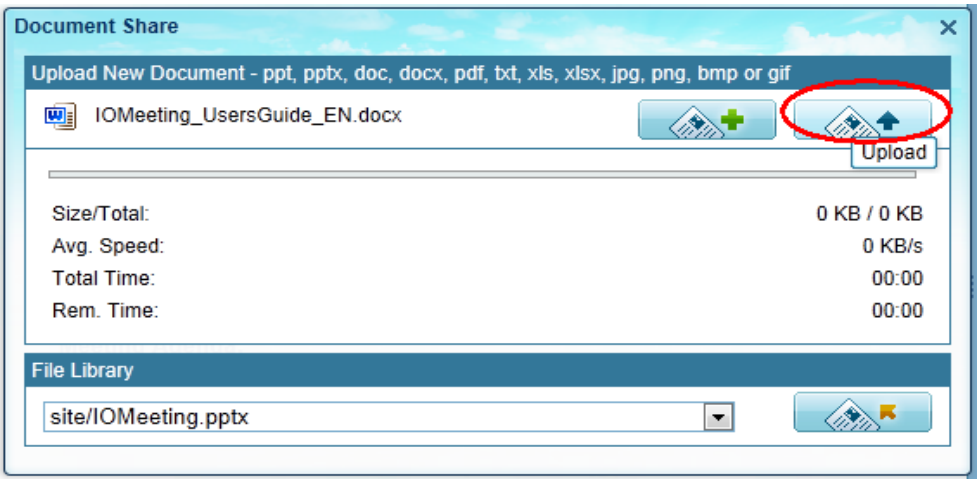
Step 1: From "Action" menu, select "Document Share";



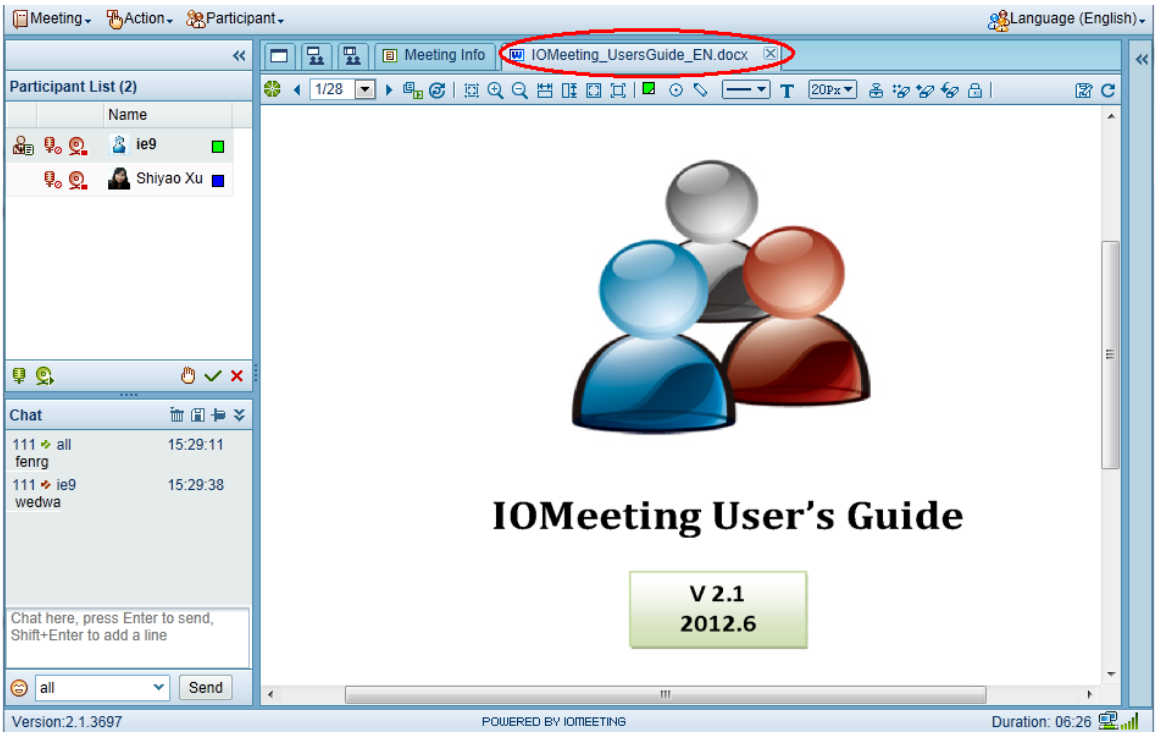
Step 2: Click on "Choose" to select a document. For Pro account, presenter can choose documents from File Library;



Step 3: Click on "Upload". The document will be uploaded to server and converted.



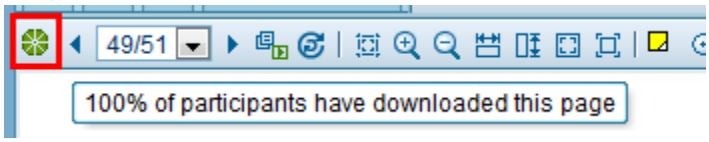
Step 4: All participants view the document:



Step 5: To stop sharing a document, click on the "×" button.

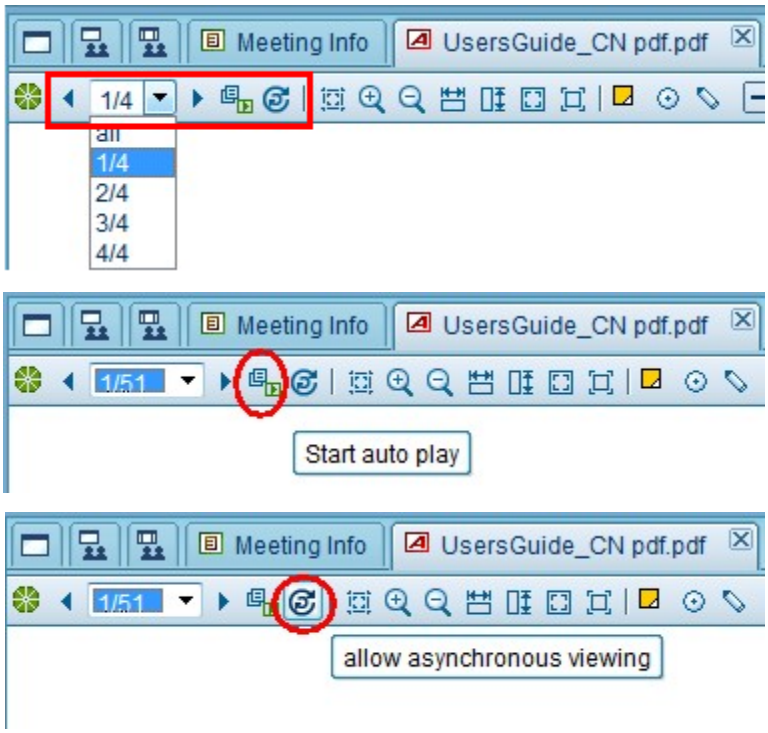
6.2 Document Download Status

After document sharing succeeds, host can see the document download status of all participants.



6.3 Document Pagination

At the left of tool bar is document pagination. Only presenter can change page, all participants see the same page as the presenter does. Presenter can go to next page, go to previous page, or jump to a page and presenter can start/stop auto play document.



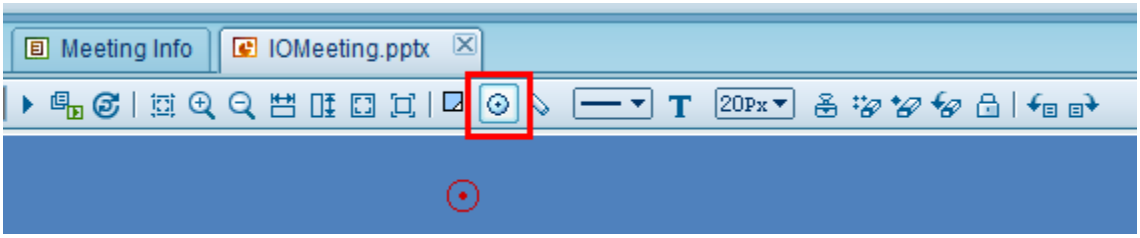
6.4 Zooming and Auto-fit

All participants can change the display size of the document.
Support the following zooming controls:

- "Auto fit": same as "fit window", but automatically "fit window" again when the size of the window changes.
- "zoom in";
- "zoom out";
- "fit width": full width of the document is shown
- "fit height": full height of the document is shown
- "fit window": full document is shown
- "original size";
- When a PPT document is shared, auto-fit is on.
- Other document (DOC, PDF, image, DES, APS), auto-fit default is off;

If user clicks on any of the other zooming controls, auto-fit is turned off and the corresponding action is performed.

6.5 Laser Pointer



Operator can turn laser pointer ON and OFF. Default is OFF.
When laser pointer is on, every participant sees operator's mouse position.

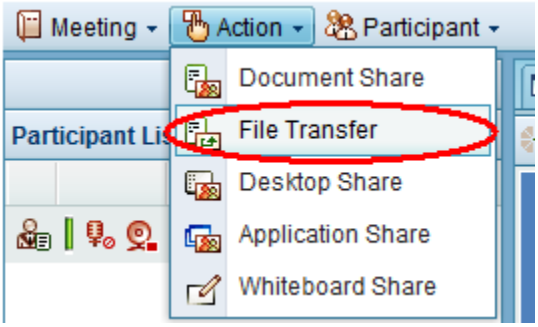
6.6 Annotation

- Presenter can always annotate.
- Presenter can allow all participants to annotate.
  - Observer cannot annotate
- Every participant can erase all own annotations on the current page.
- Every participant can erase his last annotation on the current page.
- Presenter can also erase all annotations on the current page.
- All participants can change annotation color
  - On participant panel, each row shows participant's current color.
  - On each DOS tab, there is color selection control
  - If user changes the color, the color is changed on the following locations:
    - Participant panel
    - Color selection in each DOS tab
    - All the participant's annotations on each DOS tab.
- For lines, all participants can choose size: small, medium and large.
- T 20Px For text, all participants can choose size: small, medium and large.
- All participants can mark his name.

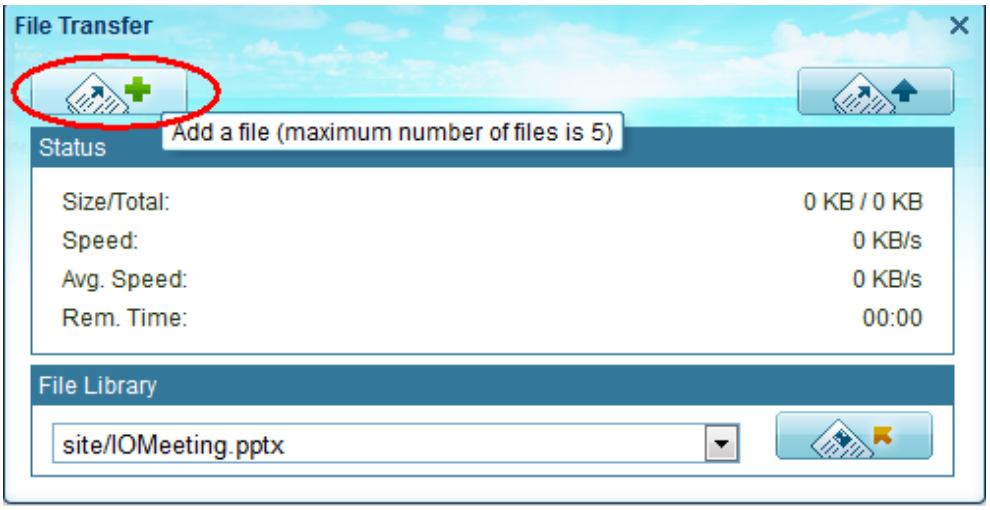
7. File Transfer

Presenter can send any files to all participants.

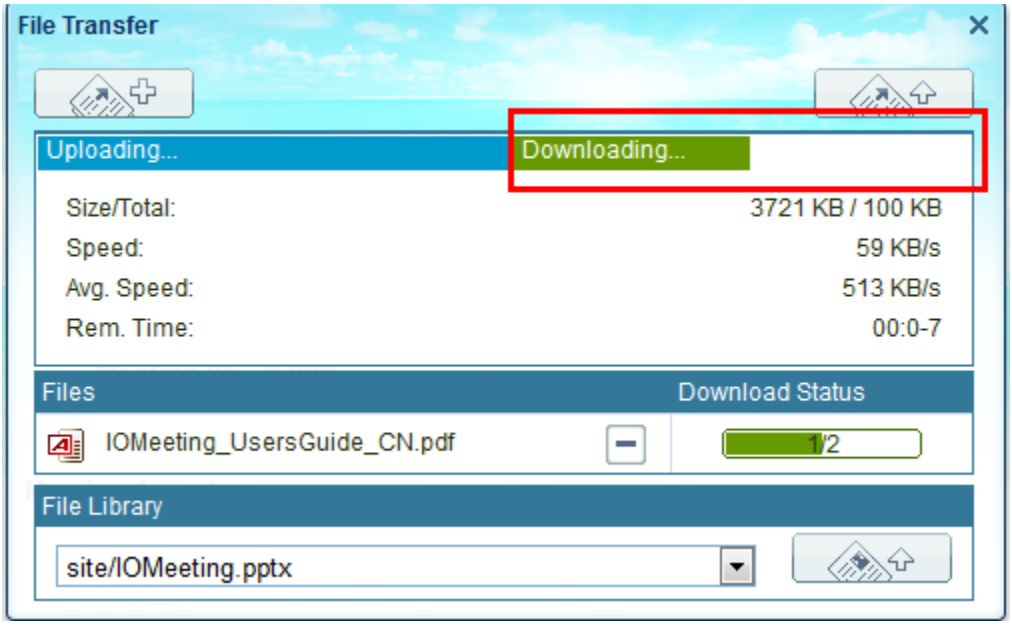
Step 1: From "Action" menu, select "File Transfer";



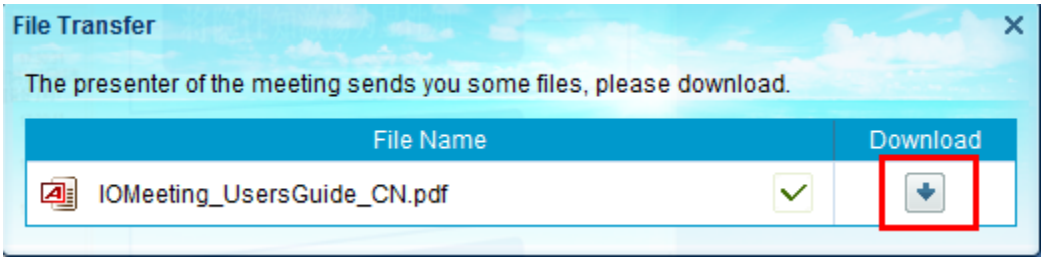
Step 2: Click on add button to add files. You can add up to 5 files, with total file size less than 20M.



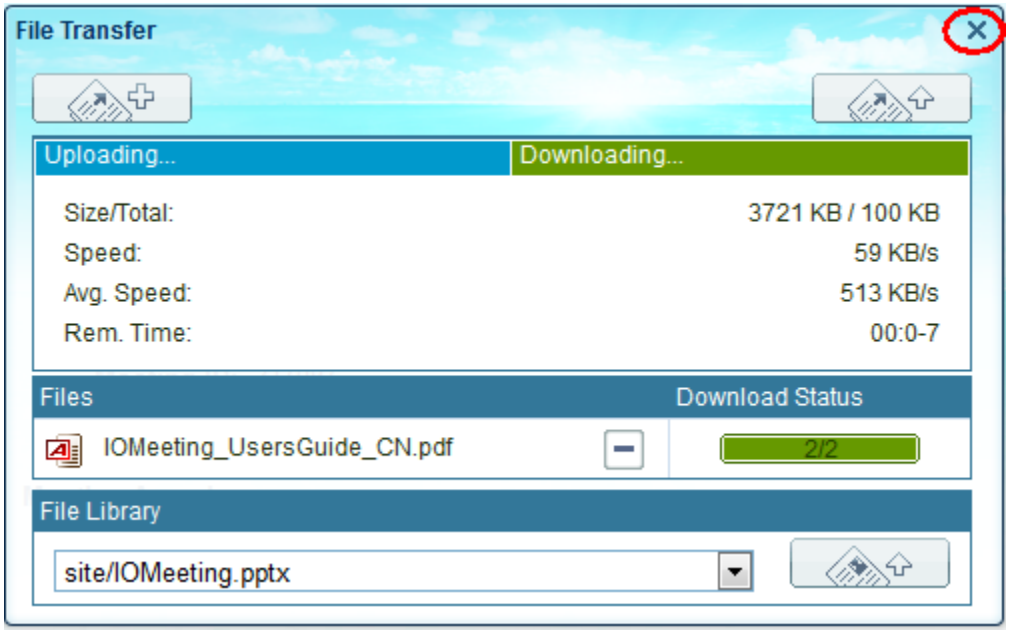
Step 3: Click on "Upload", files start to transfer, after uploading all files, wait participants to download;



Step 4: Participants click on "Download" to download files;



Step 5: Click on the button "×" to stop transfer files.



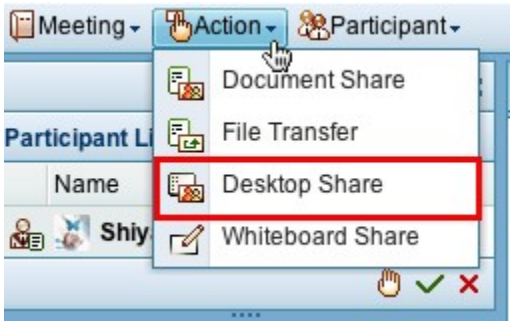
8. Desktop Share

Presenter can share his desktop with participants.

8.1 For Mac and Linux

Make sure Java is installed.

Step 1: From "Action" menu, select "Desktop Share";



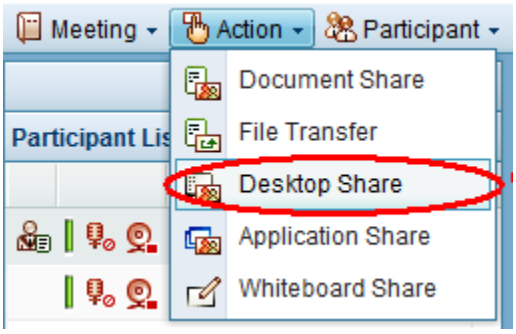
Step 2: Waiting for program loading;

Step 3: Desktop share succeed;

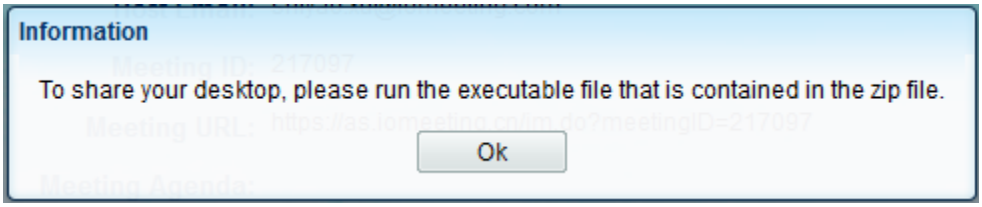
Step 4: Click on button "Stop" to stop sharing desktop.

8.2 For Windows

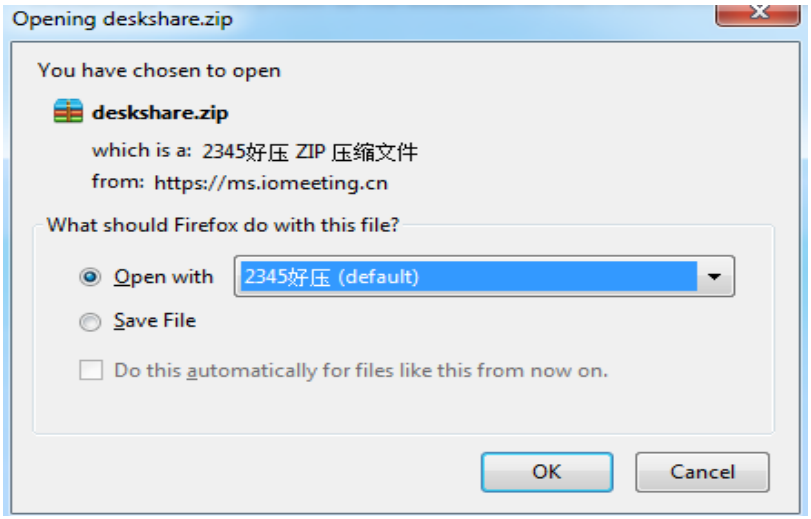
Step 1: From "Action" menu, select "Desktop Share";



Step 2: Show a dialog, click on "OK";



Step 3: Open or save the file "desktopShare.zip" and run program;



Step 4: Desktop sharing succeed;

Step 5: When presenter share application or desktop, click on the system tray icon at the lower right corner of the desktop, show a quarter of transparent preview box, can view the document download status of other participants.

In preview box, red mean less than 35% participants have download the document; orange mean 35%~65% participants have download the document; green mean 65%~100% participants have download the document; transparent mean 100% participants have download the document.

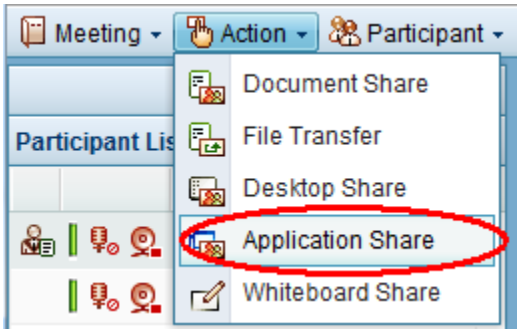
Step 6: Click again on the system tray icon, preview box disappear;

Step 7: Click on "stop" to stop sharing desktop.

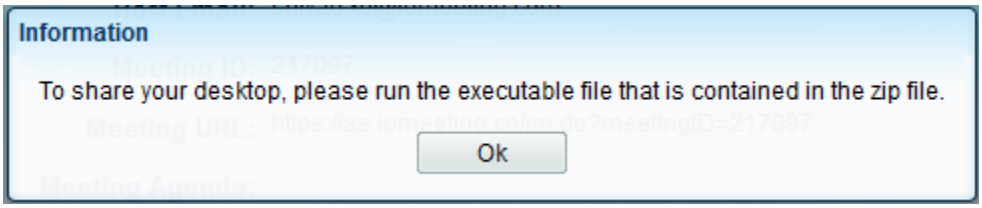
9. Application Share

Presenter can share one or more application with participants. The presenter must be using Windows.

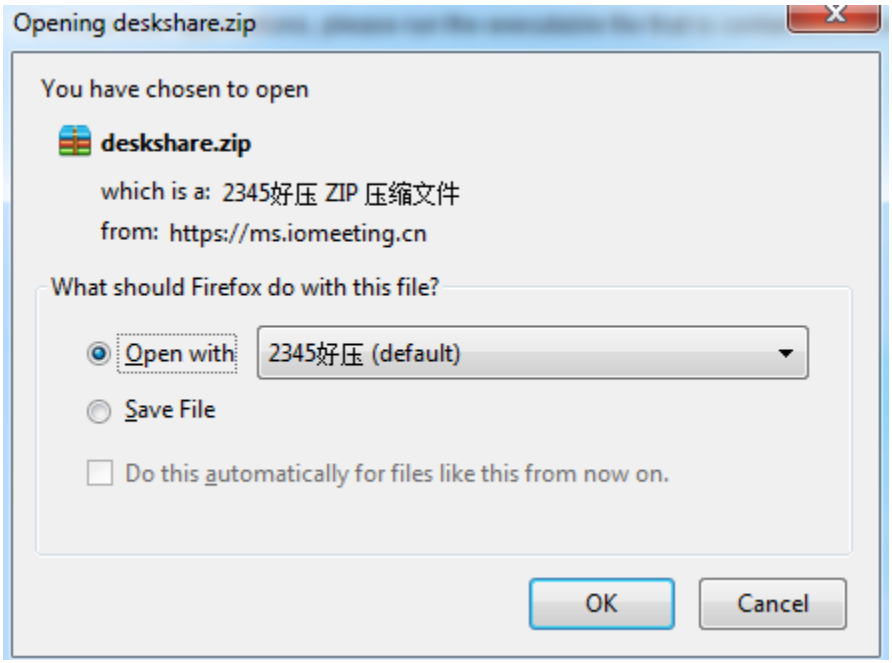
Step 1: From "Action" menu, select "Application Share";



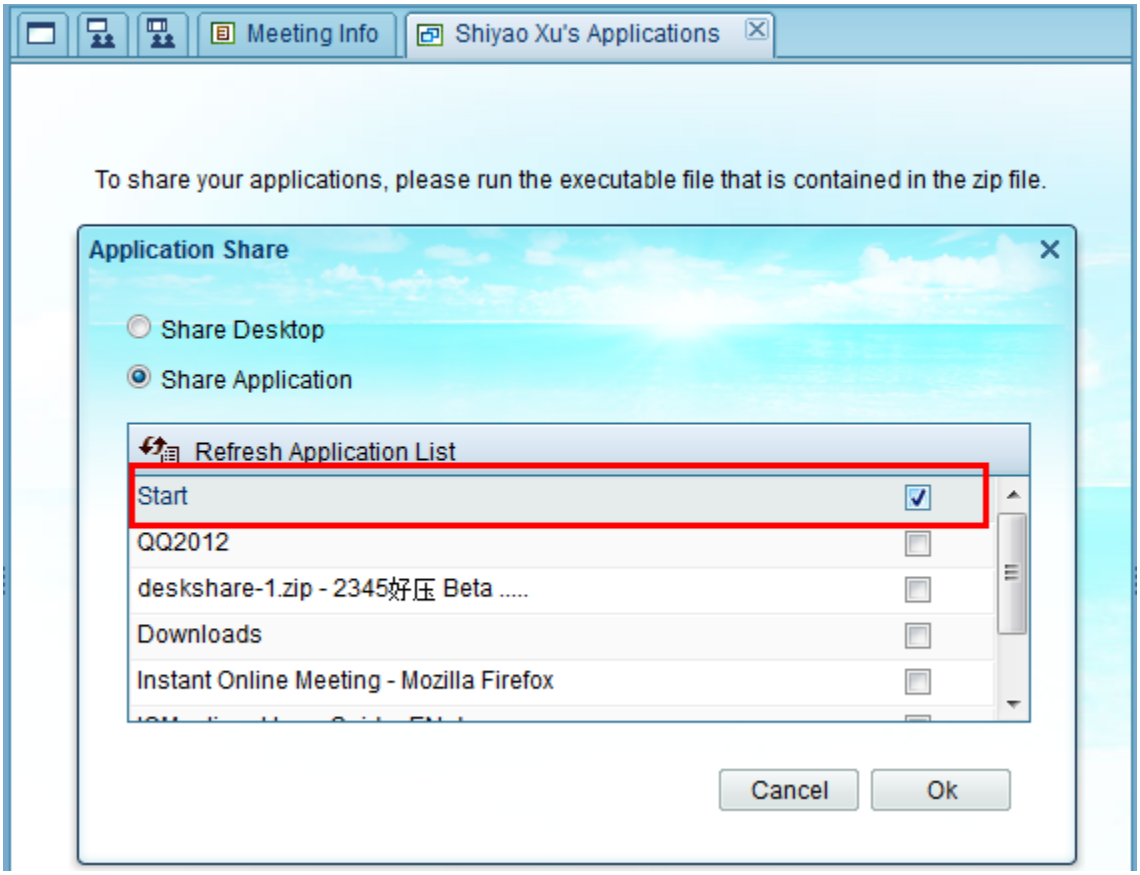
Step 2: Show a dialog, click on "OK";



Step 3: Open or save the file "deskshare-viewer.zip", and run the file;



Step 4: Select an application to share;



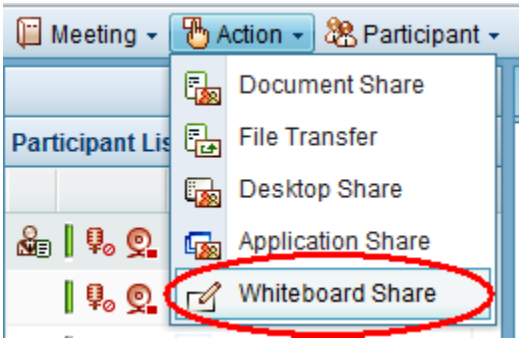
Step 5: Application sharing succeed;

Step 6: Click on "Stop" to stop sharing application.

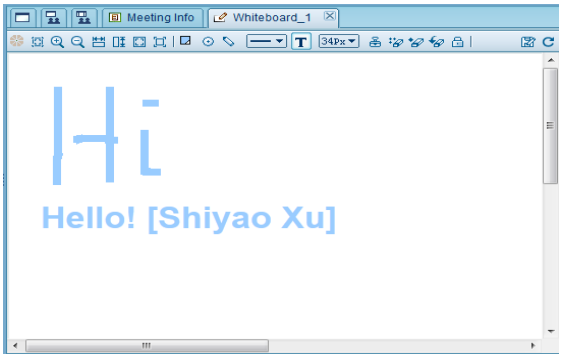
10. Whiteboard Share

Only presenter can share whiteboards with participants.

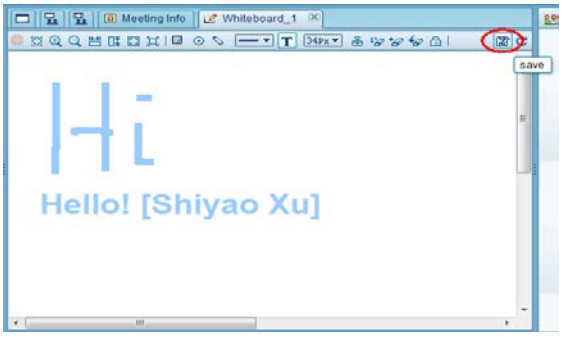
Step 1: From "Action" menu, select "Whiteboard Share";



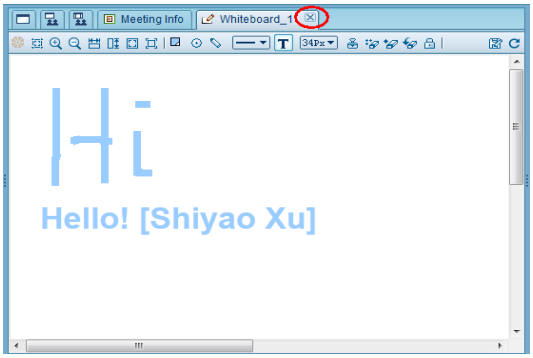
Step 2: You can draw or type;



Step 3: Click on the "Save" button to save the whiteboard to your computer;

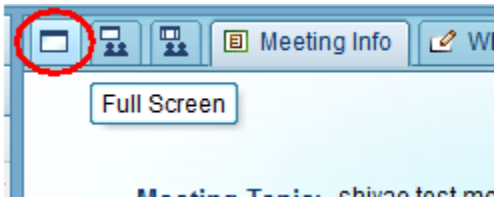


Step 4: Click on the "x" button to stop sharing whiteboard.

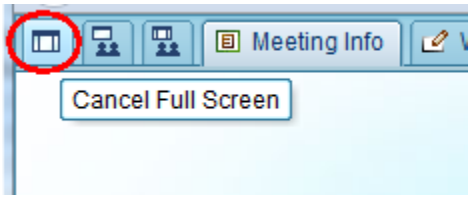


11. How to Switch To Full screen

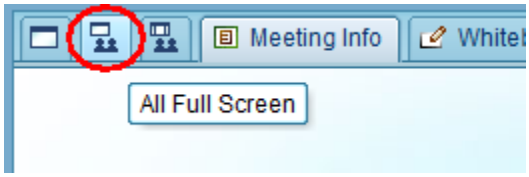
1. All participants can click on the "Full Screen" button to switch to full screen.



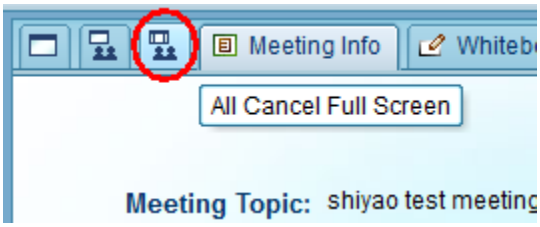
2. All participants can click on the "Cancel Full Screen" button to cancel full screen.



3. Presenter can click on the "All Full Screen" button to switch all to full screen.

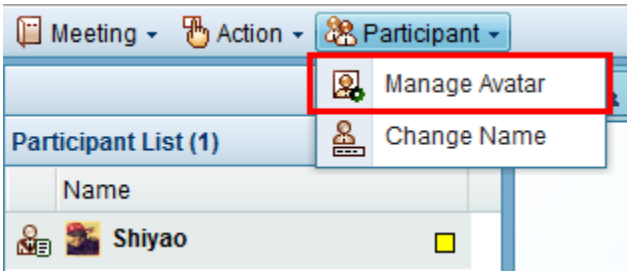


4. Presenter can click on the "All Cancel Full Screen" button to cancel all participants' full screen.



12. Manage Avatar

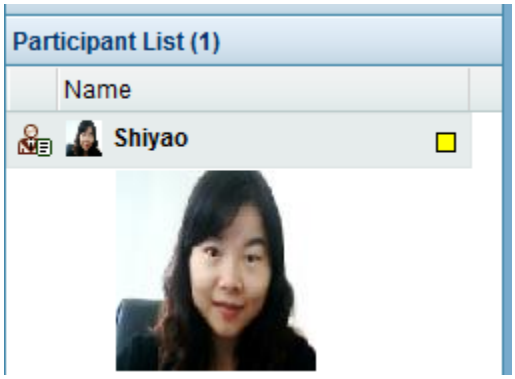
Step 1: Select own name in participant list, then right click on own name or click on the button "Participant", then select "Manage Self Image";



Step 2: Show a dialog, click on "Browse" to choose the image to be your photo, and then click on the button "Upload";

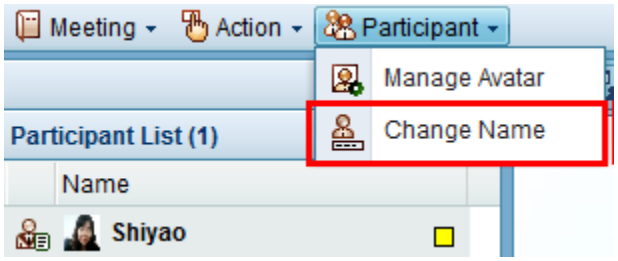
Manage Avatar
You can upload JPG or GIF image file. The image will be resized to 100 x 100 pixels if needed. The maximum file size is 200KB.
Browse...
Upload
Refresh
Delete

Step 3: Upload image succeed, show new photo.

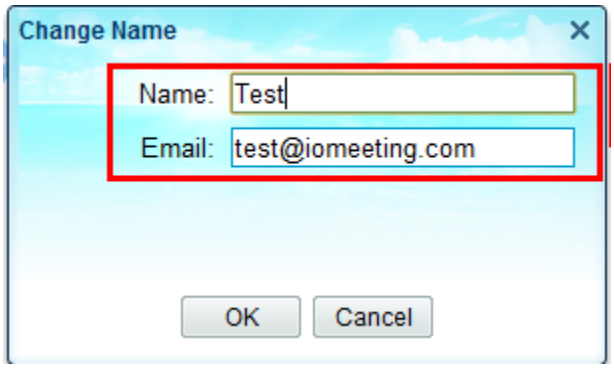


13. How to Change Participant Information

Step 1: Find own name in participant list, then right click on own name or click on the button "Participant", select "Change Name";



Step 2: After changing name and Email, then click on "OK" to complete the change;

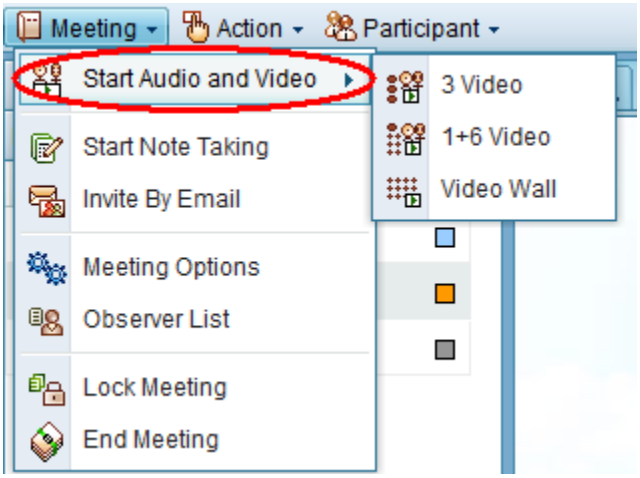


Step 3: All participants see updated image.

14. Audio & Video

Host can start the audio and video conference.

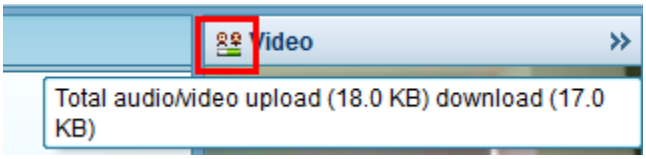
Step 1: From "Meeting" menu, select "Start Audio and Video". You can choose from 3 video modes.



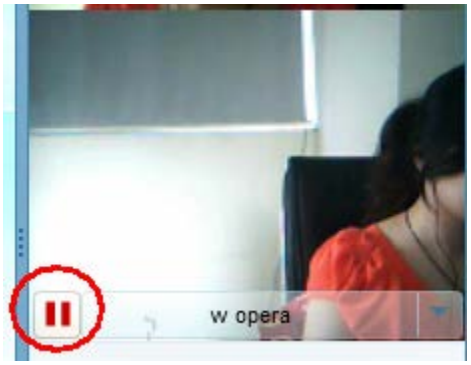
Step 2: On each video panel, host can choose a participant.

Step 3: Video of chosen participant is shown.

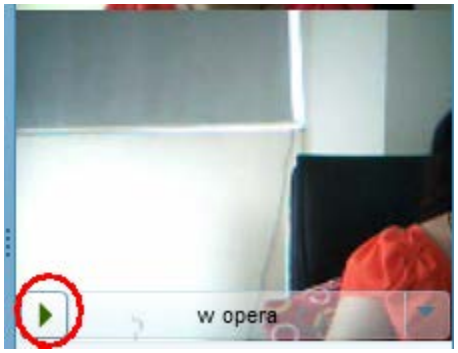
Step 4: Mouse over the button Video, show audio and video bandwidth;



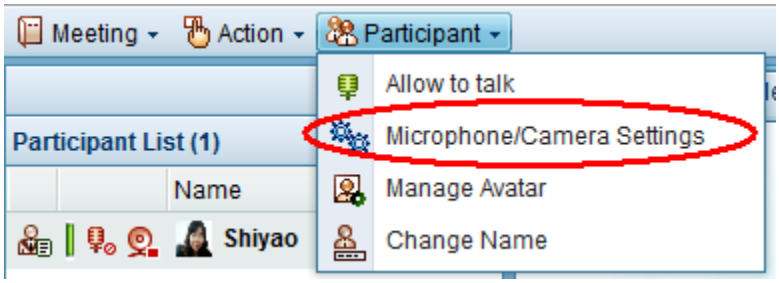
Step 5: Video has been started; participants can click on the pause button under other participants' video to pause the video.

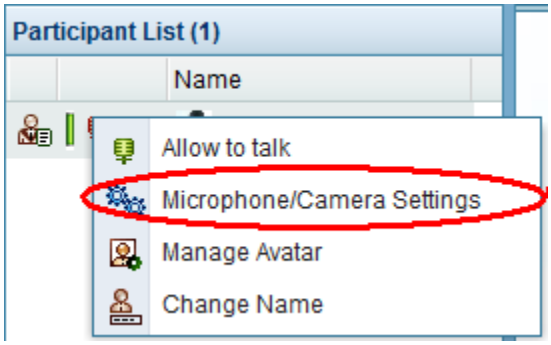


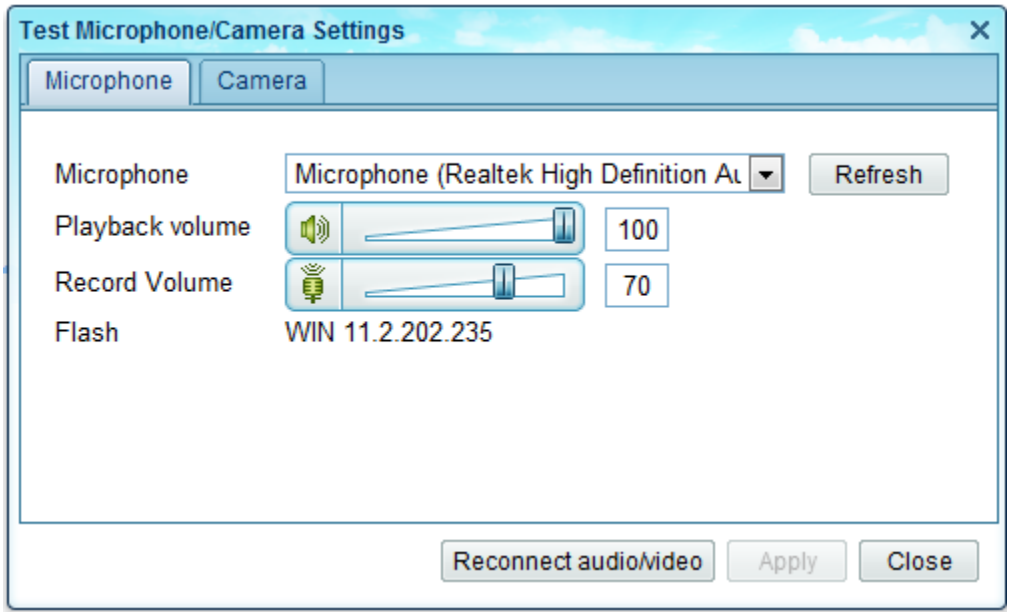
Step 6: When video is been paused, click on the resume button to resume the video.



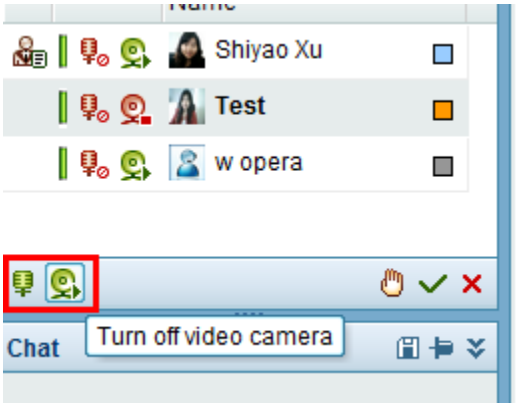
Step 7: Participants right click on own name, select "Microphone/Camera Settings";



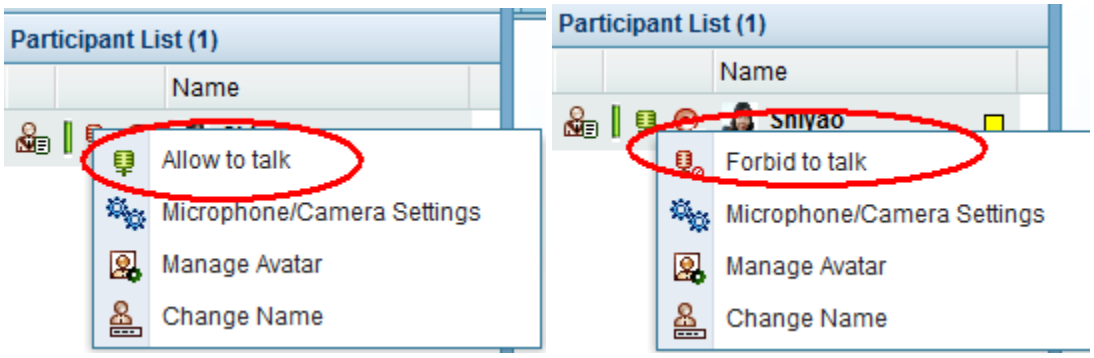




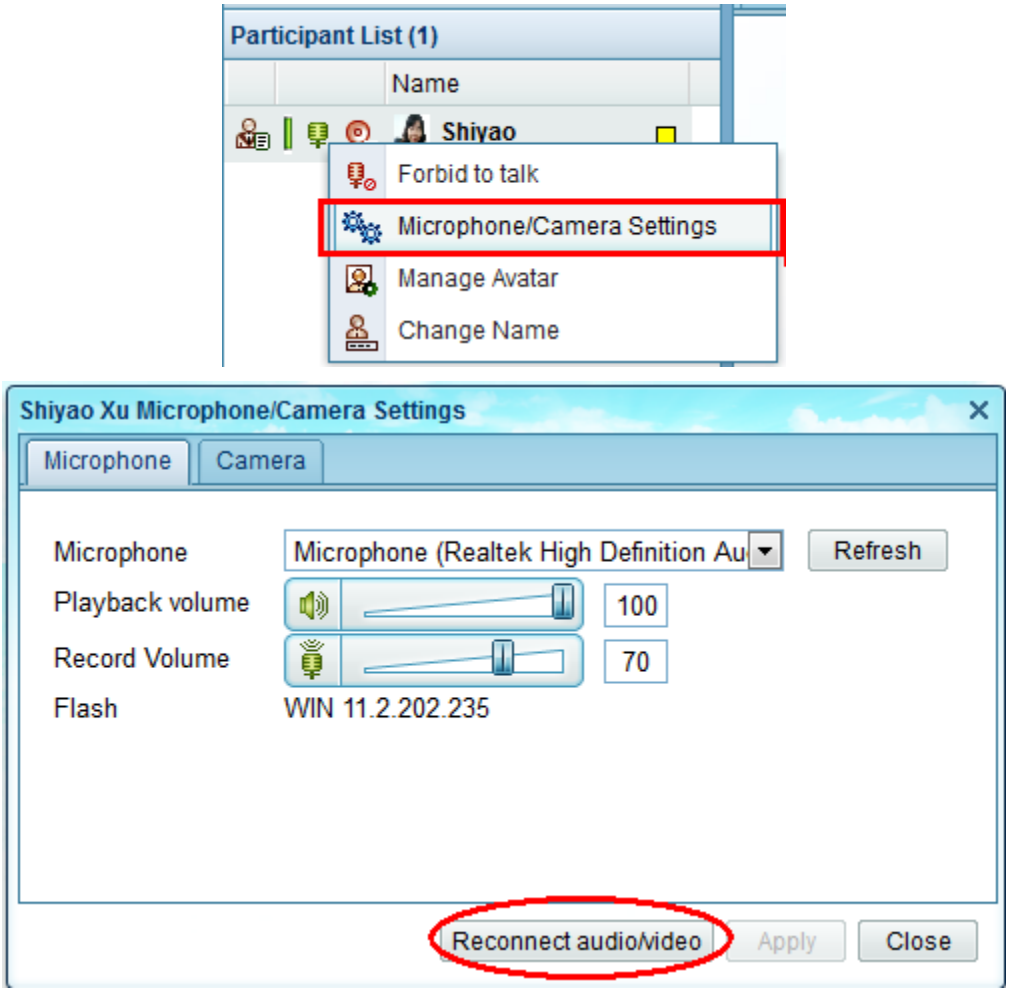
Step 8: Participants can open/close own camera/microphone.



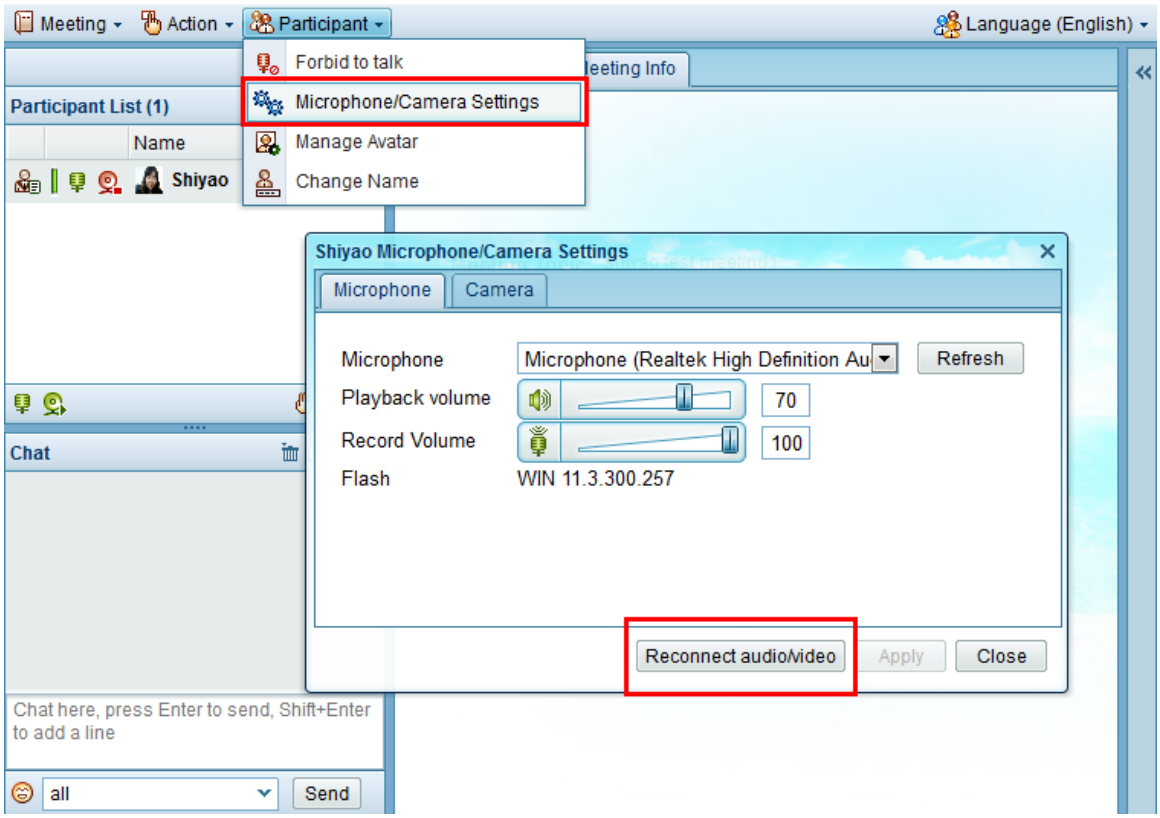
Step 9: Host or presenter right click a participant's name, select "Forbid to talk".



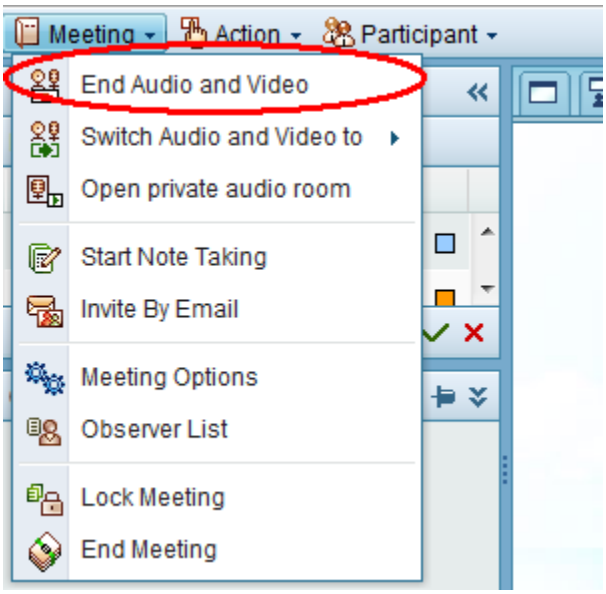
Step 10: In audio/video meeting, all participants can right click own name, select "Microphone/Camera Setting"; show a dialog, then select "Reconnect audio/video" to restart audio/video meeting.



Or select own name, then click on the button "Participant" at menu, select "Microphone/Camera", show a dialog, then select "Reconnect audio/video" to restart audio/video.

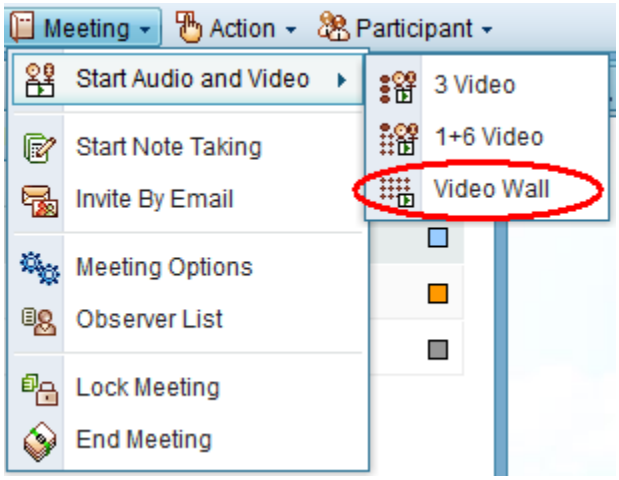


Step 11: Click on the button "Meeting" at menu, select "End Audio and Video" to stop audio/video meeting.

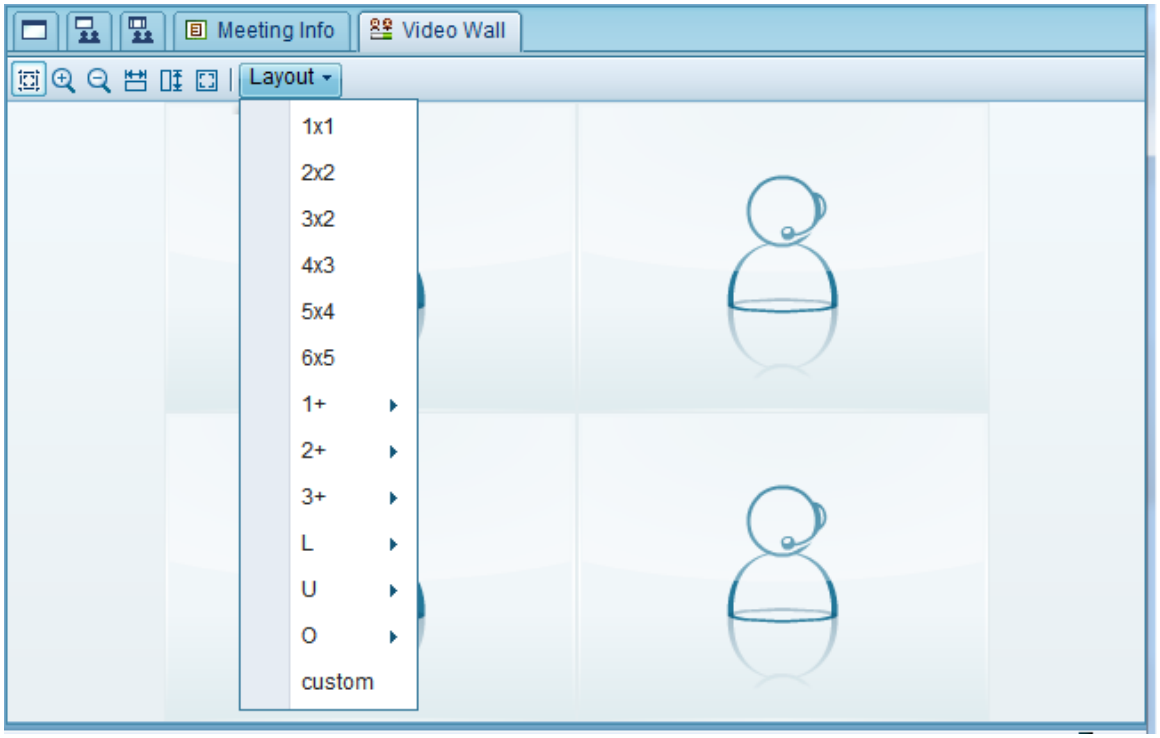


15. Video Wall

Step 1: From "Meeting" menu, host selects "Start Audio and Video" and then "Video Wall";

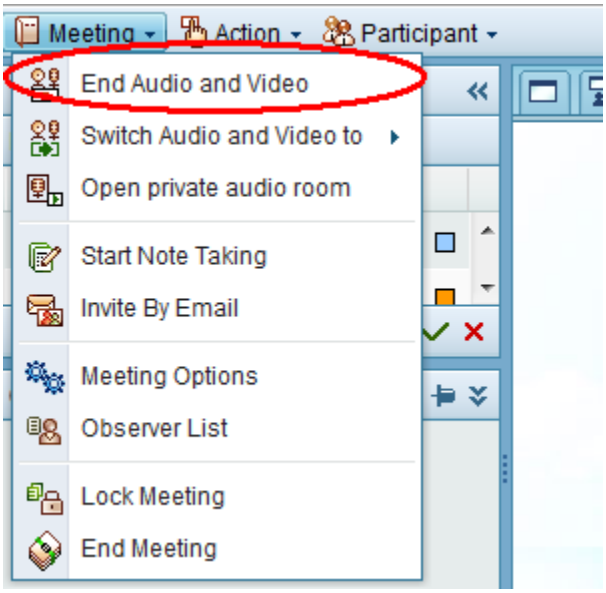


Step 2: Host can click on the button "Layout" to choose a layout.



Step 3: There is a tool bar to zoom in/out the video box.

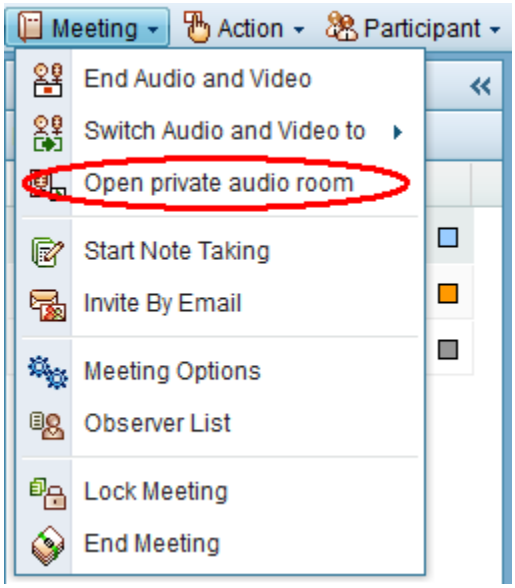
Step 4: Host click on the button "Meeting" at menu, select "End Audio and Video" to stop audio/video meeting.


Meeting
Action
Participant
End Audio and Video
Switch Audio and Video to
Open private audio room
Start Note Taking
Invite By Email
Meeting Options
Observer List
Lock Meeting
End Meeting

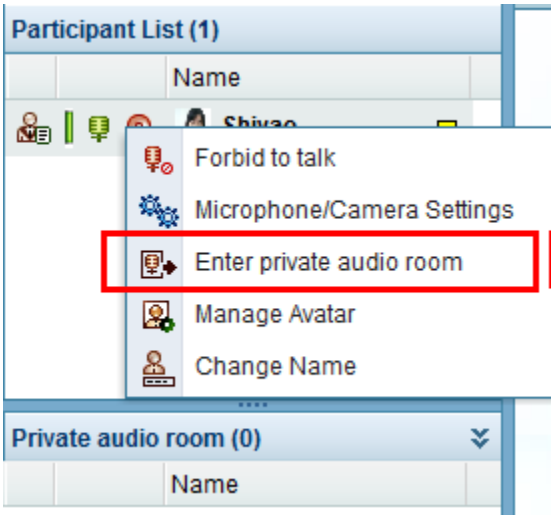
16. Private Audio Room

At private audio room, participants only can hear the audio of the participants in the private audio room. Only host can choose a participant to enter or leave the private audio room.

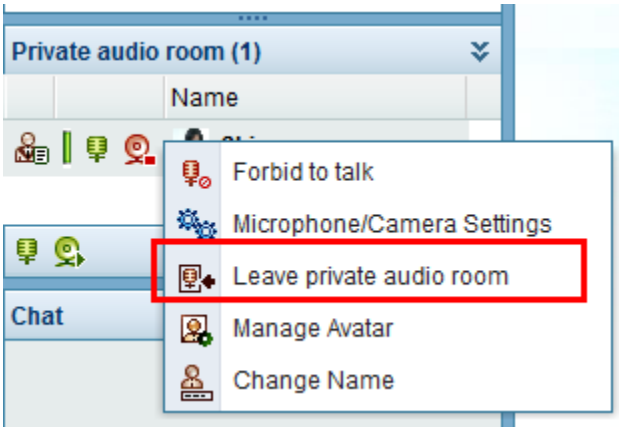
Step 1: After start audio or video conference, from "Meeting" menu, host can selects "Open private audio room"



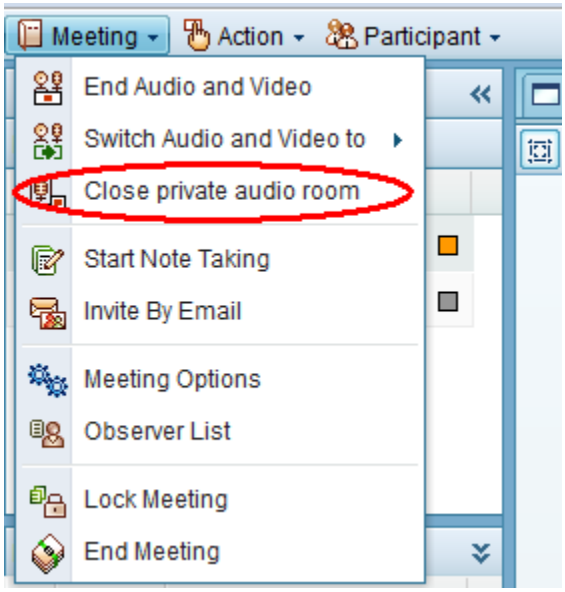
Step 2: Host can right click on the participant's name in participant list, select "Enter private audio room";



Step 3: After participant entering the private audio room, host can right click on the name of participant, select "Leave private audio room".



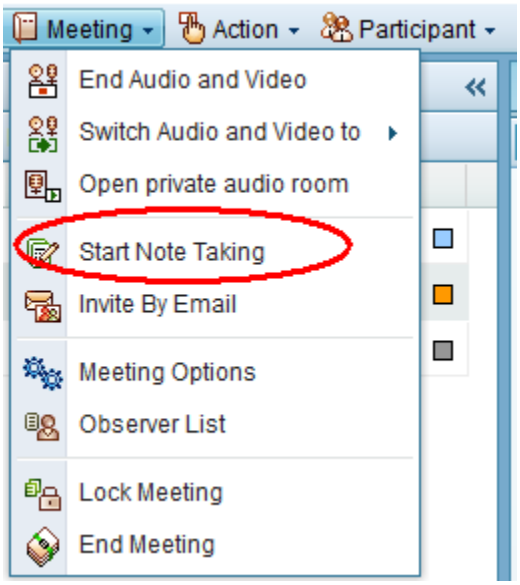
Step 4: From "Meeting" menu, host can select "Close private audio room".



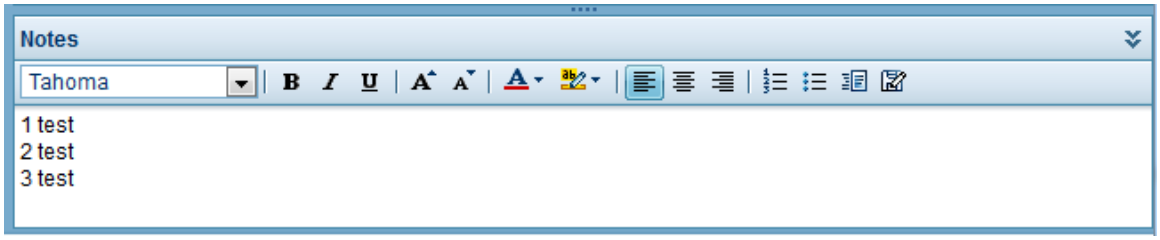
17. Note Taking

When host starts note taking, default note taker is the host. There is only one note taker in a meeting at any time. Host and current note taker can assign the note taker role to other participant in the meeting.

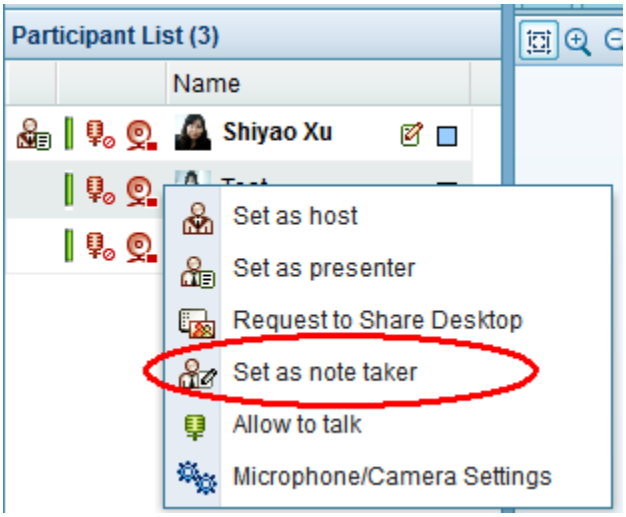
Step 1: From "Meeting" menu, host selects "Start Note Taking"



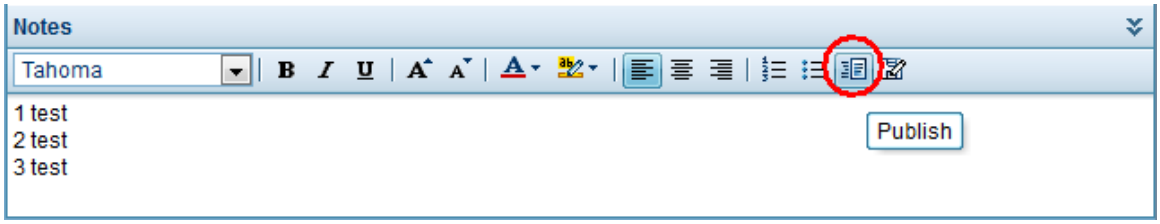
Step 2: A note panel shows on host



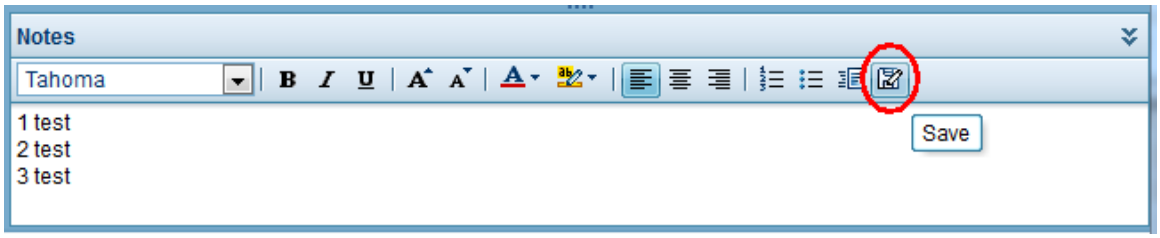
Step 3: Host assigns the note taker role to other participant;



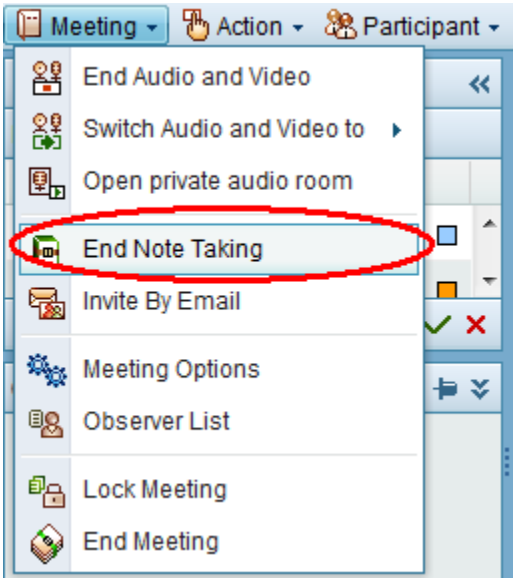
Step 4: If note taker click on the "Publish" button, all participants can see the meeting note taking;



Step 5: The note taker click on the "Save" button, can save the meeting note taking to the computer.



Step 6: From "Meeting" menu, host selects "End Note Taking"

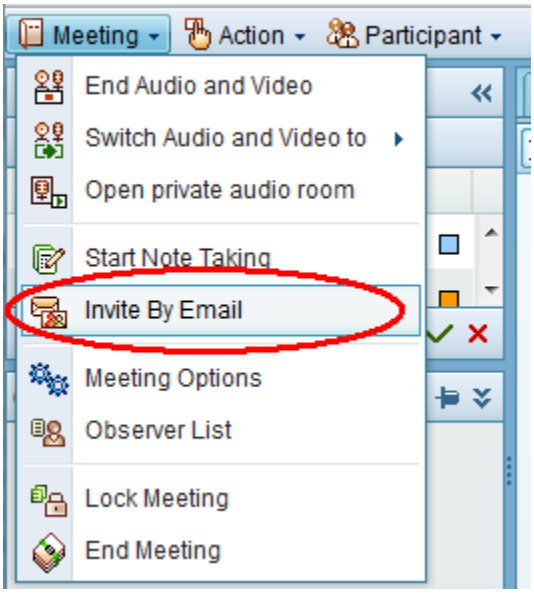


18. Meeting Invitation

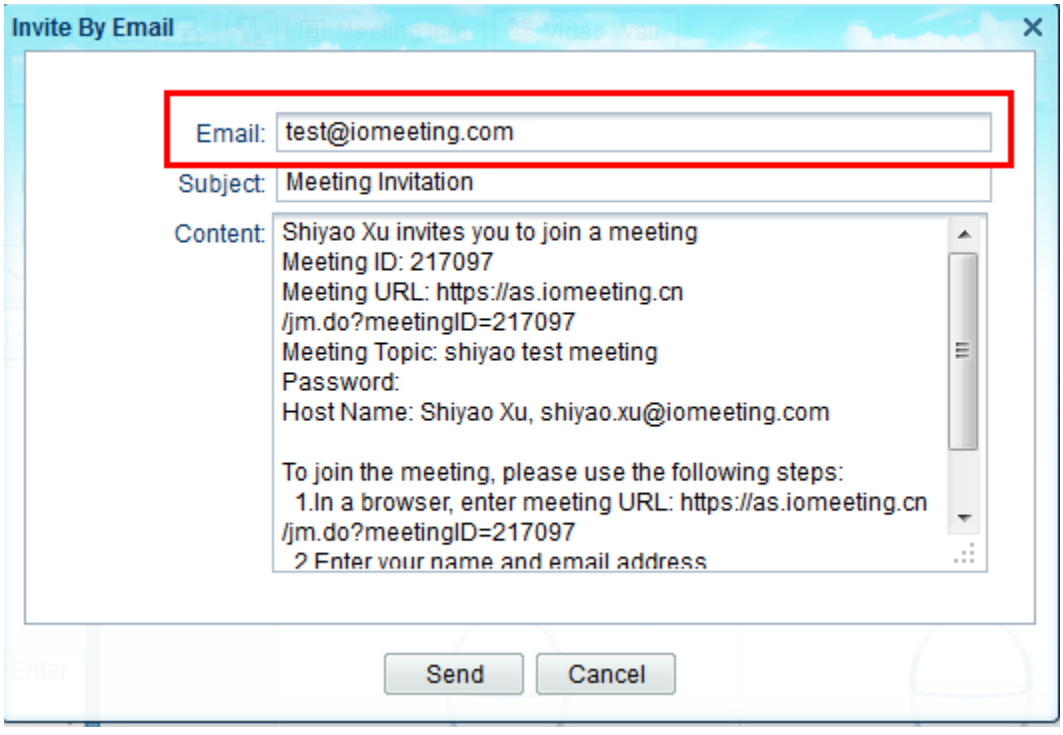
There two ways for host to invite participants to join the meeting.

18.1 In Meeting Invite

Step 1: While in meeting, host selects "Invite By Email" from "Meeting" menu:

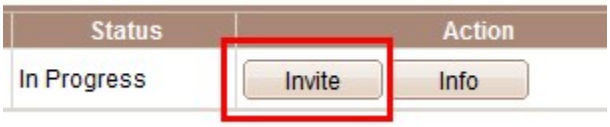


Step 2: Show a dialog, fill in participants' email address, and then click on "Send".

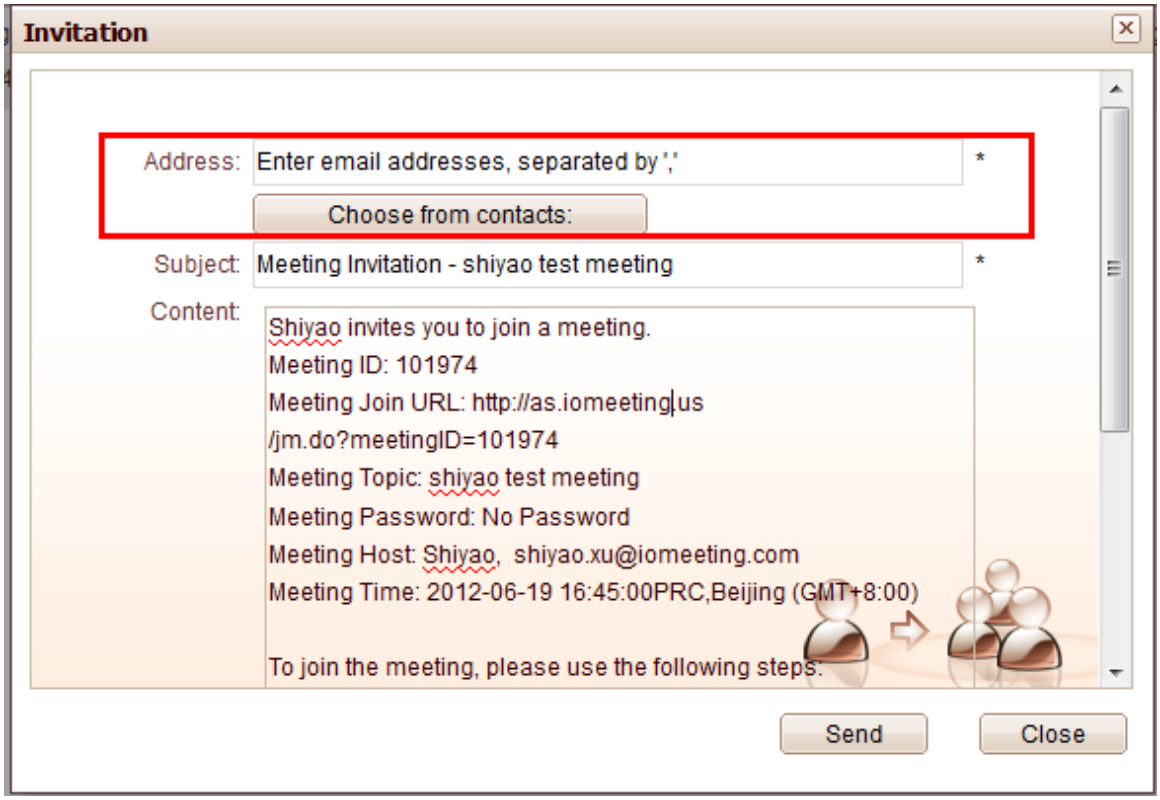


18.2 From Host Account

Step 1: Login to host account, find the meeting from meeting list, click on "Invite" to invite participants to join the meeting.

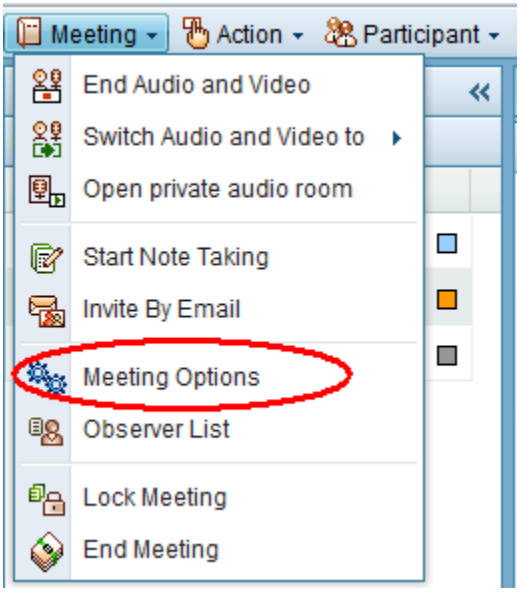


Step 2: Show a dialog, fill in participants' email address, and then click on "Send".

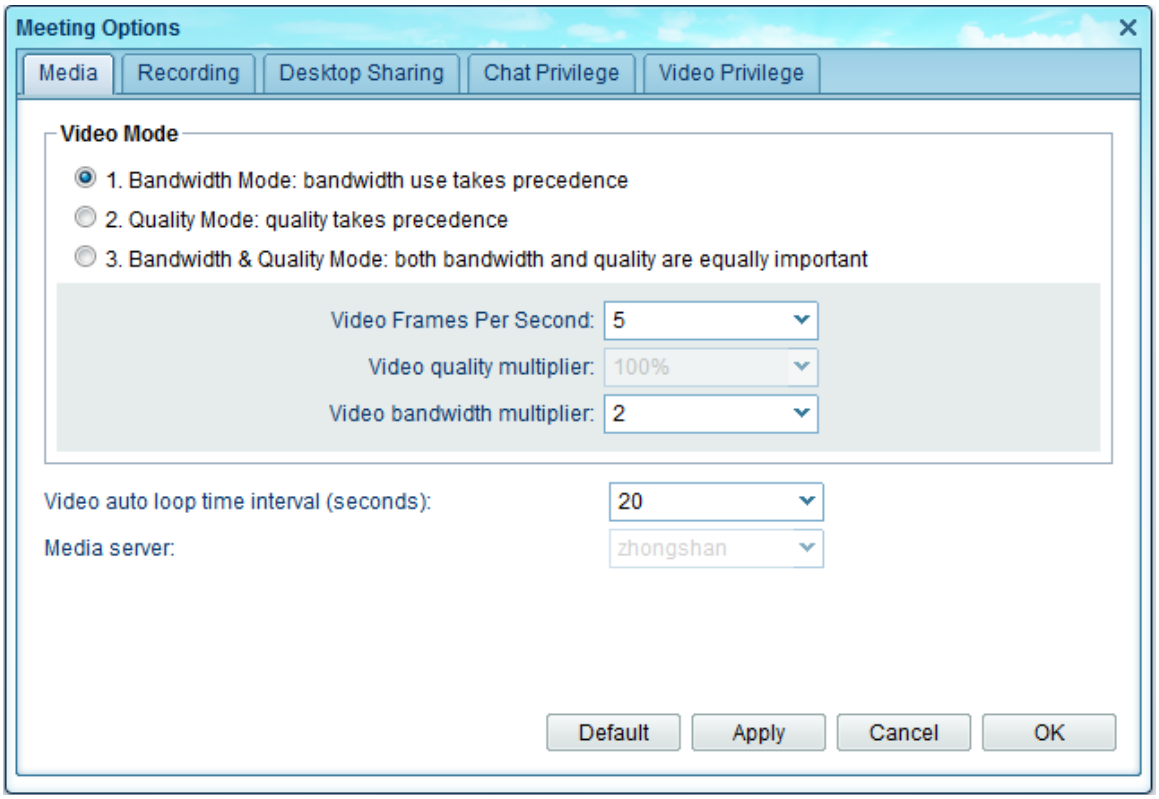


19. Meeting Options

Step 1: From "Meeting" menu, select "Meeting Options";



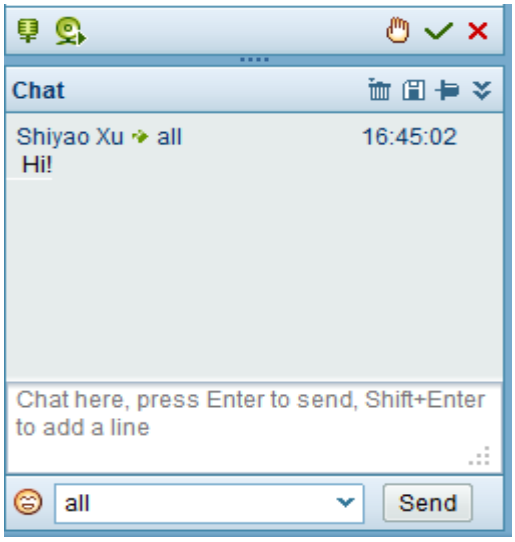
Step 2: There are multiple tabs and each tab has four buttons: Default, Apply, Cancel and OK.



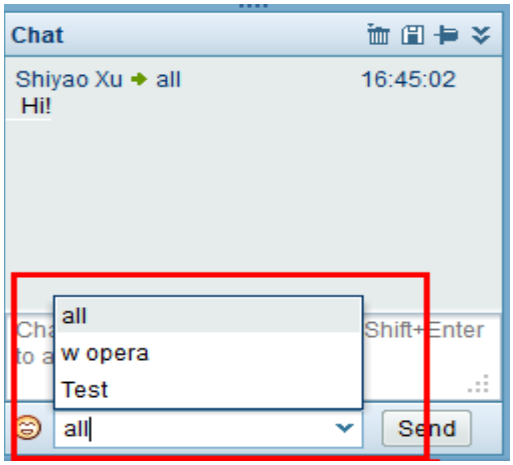
20. Chat

Participants can chat with other participants publicly or privately. The participants who join the meeting later can see the public chat history.

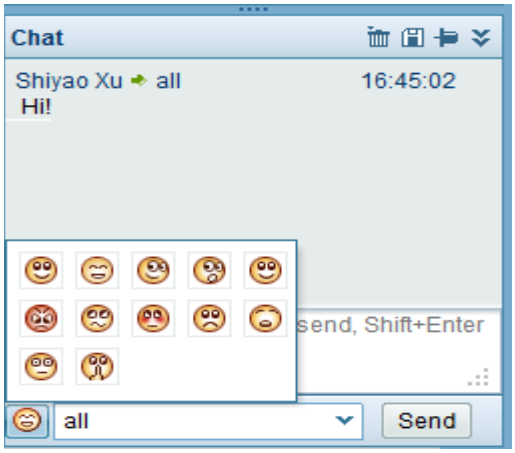
1. Type in text;



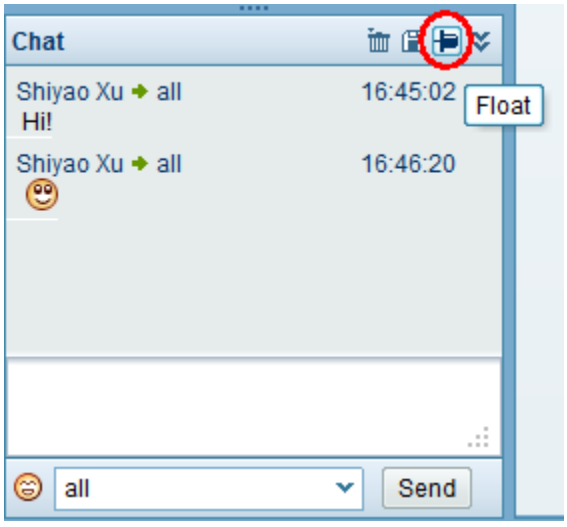
2. Choose the person you want to chat with, then click on the Send button:



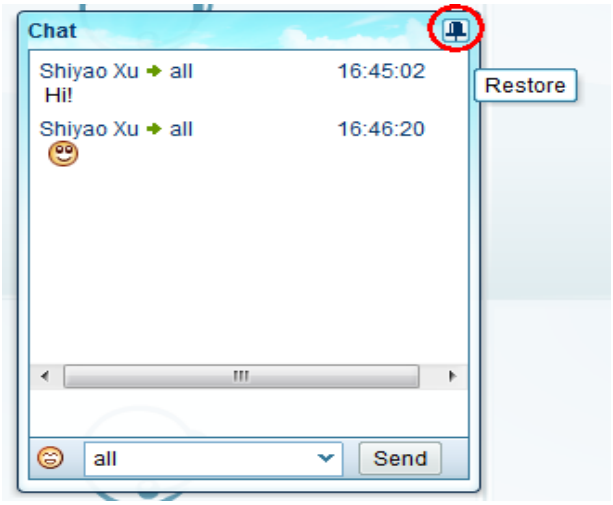
3. You can use emoticon:



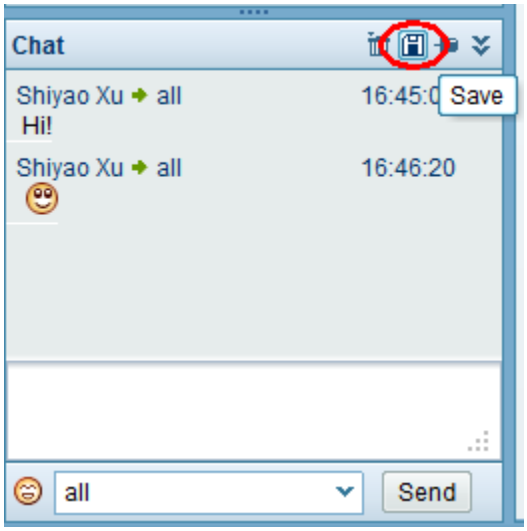
4 Click on the "unpin" button to flow the chat panel:



5. Then you can click on the "pin" button to dock the chat panel:



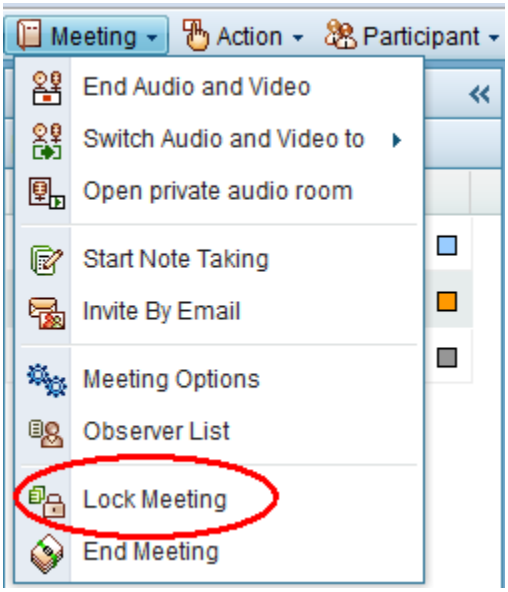
6. Click on the "save" button to save the chat history to your computer.



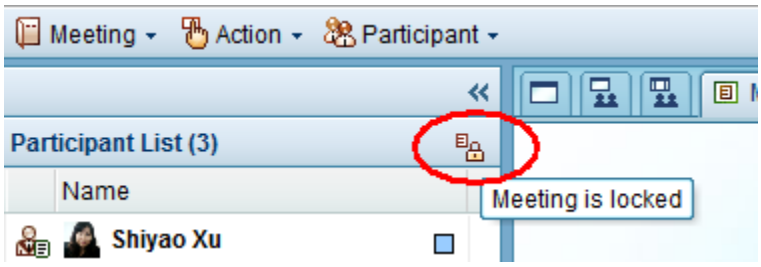
21. Lock Meeting

Host can lock a meeting, so the participants who aren't in the meeting can't join the meeting.

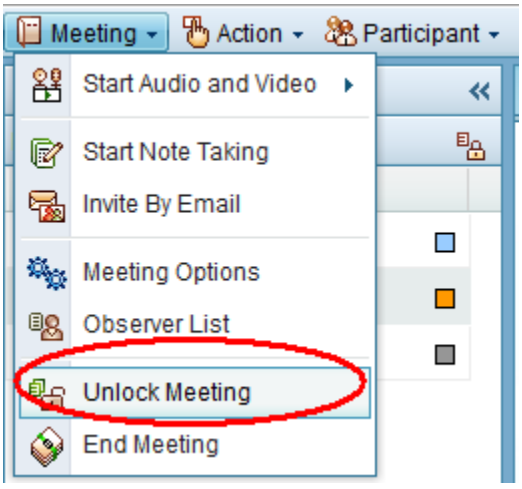
Step 1: From "Meeting" menu, select "Lock Meeting";



Step 2: When meeting is locked, there is a lock icon on the participant list panel:

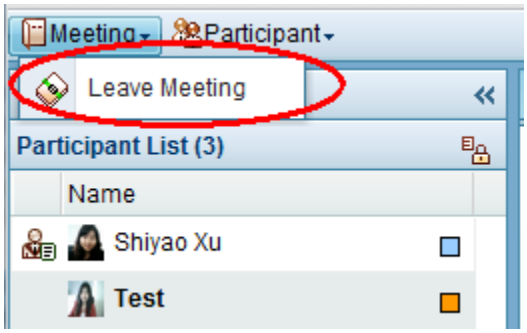


Step 3: From "Meeting" menu, select "Unlock Meeting" to unlock the meeting.

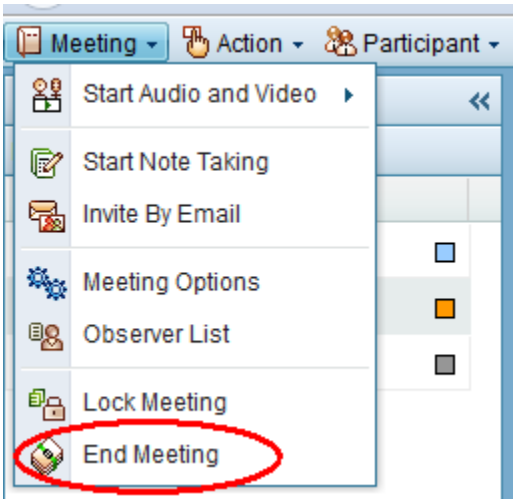


22. Leave or End Meeting

1. For non-host participants, "Meeting" menu has item "Leave Meeting";



2. For host, "Meeting" menu has item "End Meeting".



23. Administration Services

23.1 Auto Login

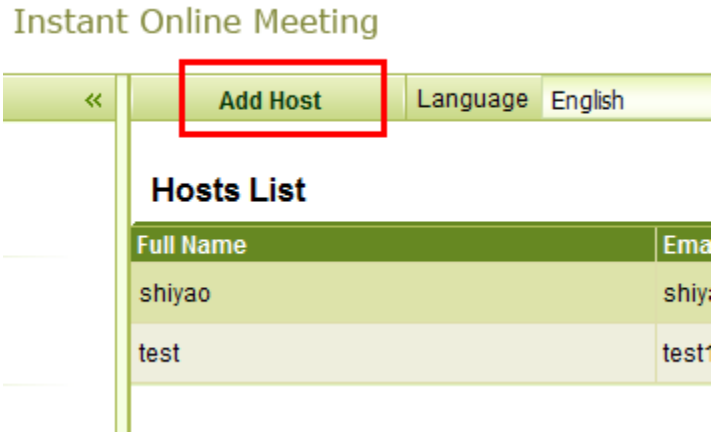
Host account can choose to auto login: At host login page, check "Keep me signed in".

23.2 Manage Host Accounts

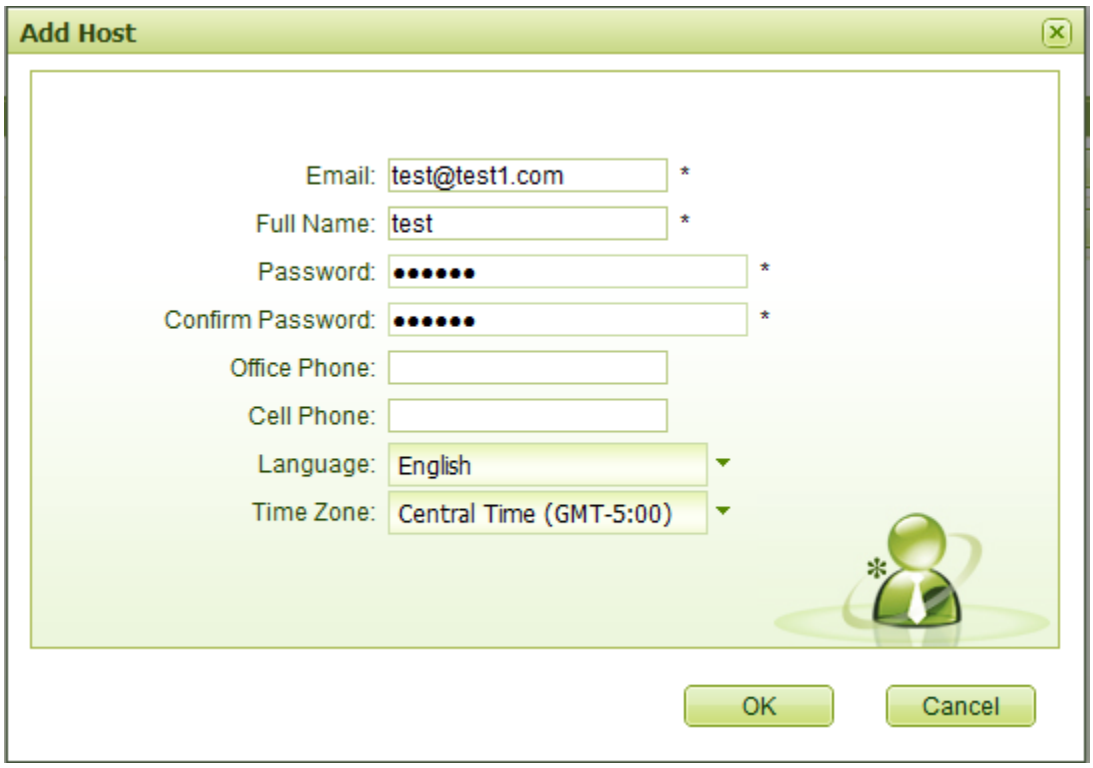
Company admin can add/edit/delete hosts.

Step 1: Admin enter the URL https://xyz.iomeeting.us/admin ("xyz" is the company name) to login the meeting management system.

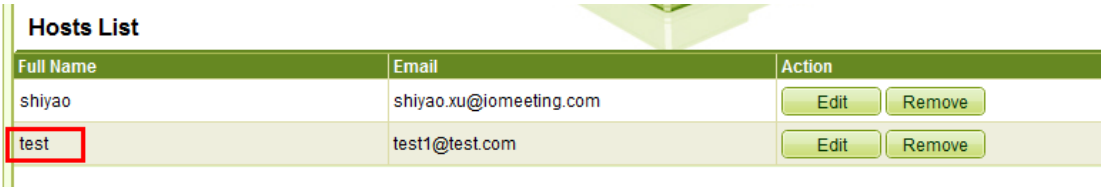
Step 2: Click on the button "Add Host" at the top.



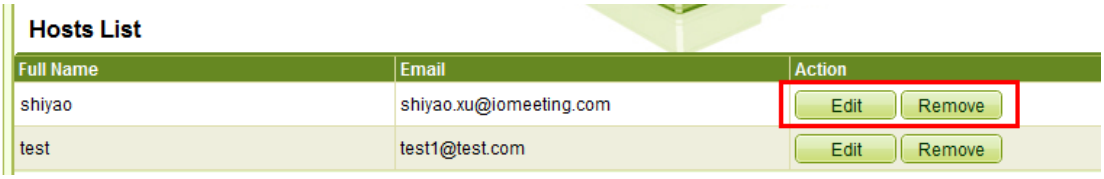
Step 3: Fill in the information about the host account;



Step 4: The new host account display on host list;



Step 5: Click on the button "Edit" can update the information of the host. Or admin can click on the button "Remove" to delete the host account. The email address can then be used again.

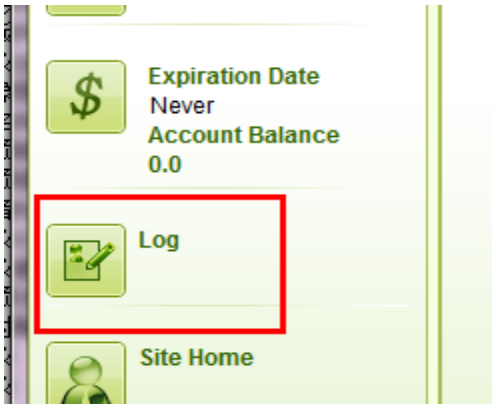


23.3 View Logs

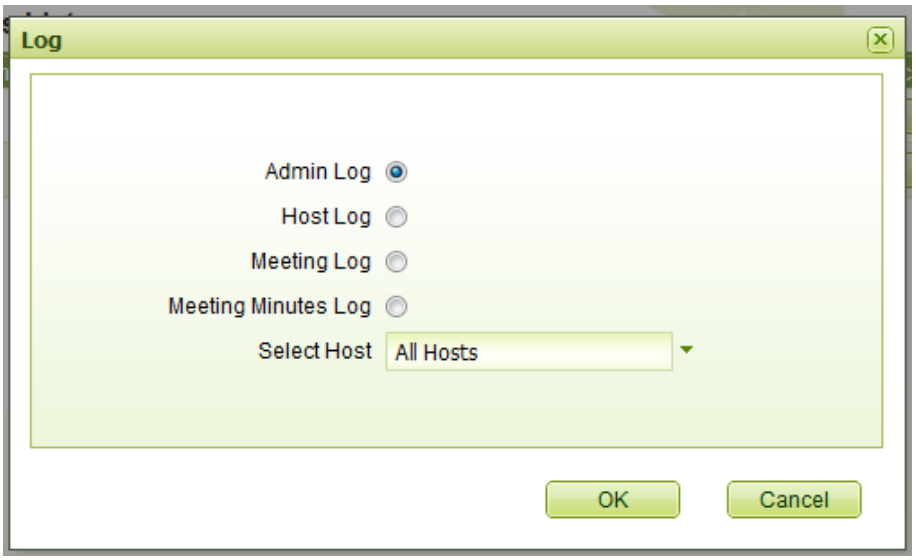
Admin can view several logs:

- Admin log: admin actions.
- Host log: Host actions.
- Meeting log: meeting start/join/leave/stop actions.
- Meeting minutes log: list of meeting minutes.

Step 1: Admin click on the button "Log" at left toolbar;



Step 2: Select the log type you want to view, then click on "OK";



Step 3: Display log.

Admin Log

1 / 3

Time	IP	Action	Target
2011-08-24 23:02:02	192.168.0.8	Login	
2011-08-24 22:58:44	192.168.0.8	Logout	
2011-08-24 21:59:59	192.168.0.8	Login	
2011-08-17 04:49:20	192.168.0.8	Login	
2011-08-17 04:35:05	192.168.0.8	Edit Site	
2011-08-17 04:34:18	192.168.0.8	Login	
2011-08-10 21:25:01	192.168.0.8	Login	
2011-08-10 20:58:01	192.168.0.8	Login	
2011-08-05 02:16:04	192.168.0.8	Login	
2011-07-28 20:54:35	192.168.0.5	Login	
2011-07-28 05:11:59	192.168.0.5	Login	

24. IOMeeting Touch Version

24.1 Overview

IOMeeting Touch Version supports iOS (iPhone, iPad and iPod Touch) and Android (both phone and tablet) with same UI.
You already can start and join a meeting using the built-in browser of iOS and Android, and use features like chat, document sharing, desktop sharing (PC's desktop) with remote control. But with IOMeeting Touch app, you can use iOS and Android's video camera (both front and back) and microphone to join video conference. You can view 3-point video panel, 7-point video panel or 30-point video wall.

24.2 Install IOMeeting on iOS

- The recommended way to install IOMeeting on iOS is using App Store and search for "iomeeting".
- If you don't want to use App Store (don't have Apple ID for example) and your device is jail-break, you can go to our web site to download the .ipa file and install it.

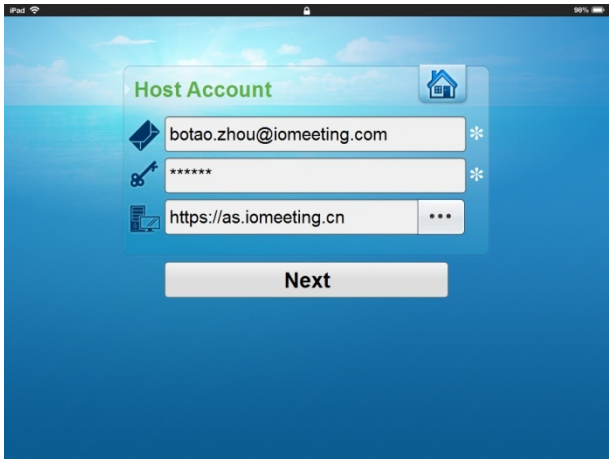
24.3 Install IOMeeting on Android

- The recommended way to install IOMeeting on Android is using Android Market and search for "iomeeting".
- If you don't want to use Android Market, you can go to our web site to download the .apk file and install it.

24.4 Use IOMeeting Touch to Start Meeting

Step 1: click on the button "Start Meeting", show the host login page;

Step 2: input the host email and password, select a server address or input your own server address, then click on "Next";

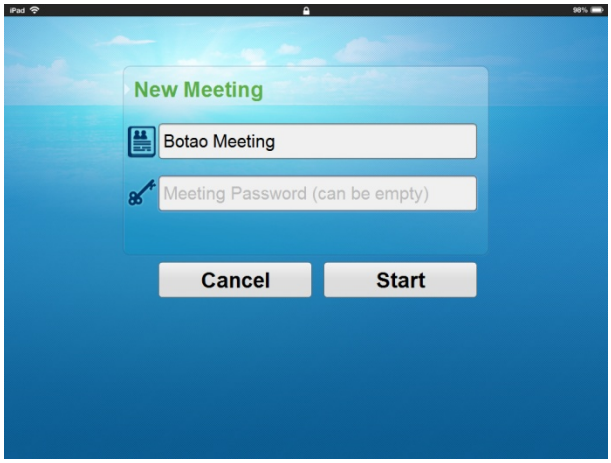


Step 3: choose which meeting to start, new meeting or a scheduled meeting;

① Start a new meeting

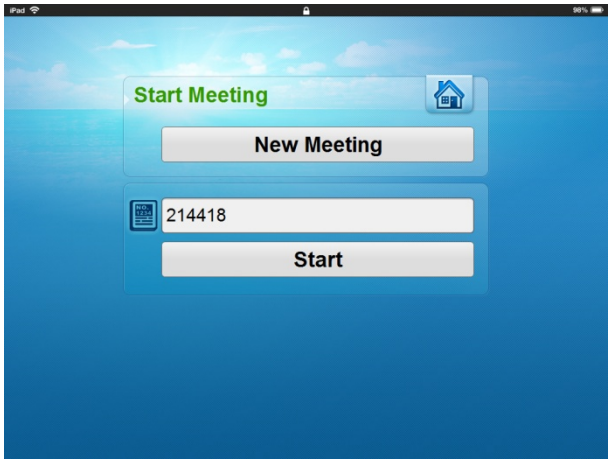
Step 1: click on the button "New Meeting", show the new Meeting page;

Step 2: input the Meeting Topic (default is <host's name> Meeting) and Meeting Password (can be empty), then click on "Start";

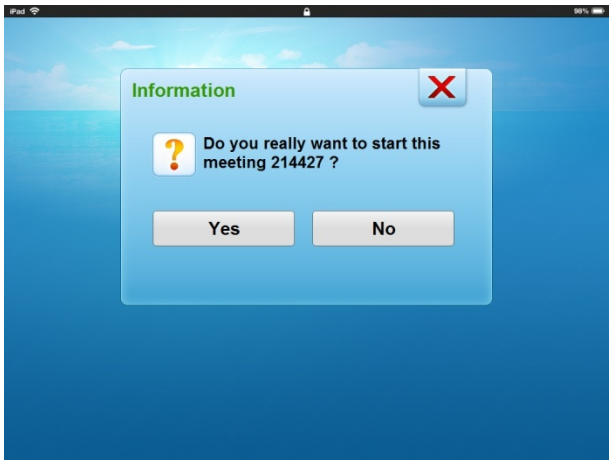


② Start a scheduled meeting

Step 1: input a scheduled meeting ID, then click on "Start";



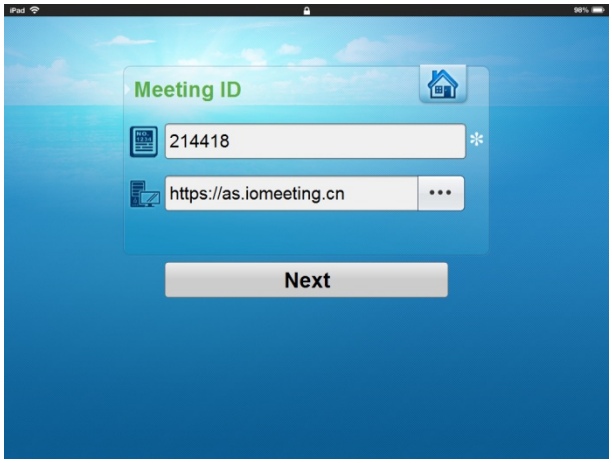
Step 2: popup a confirmed dialog, click on "Yes" to start the meeting;



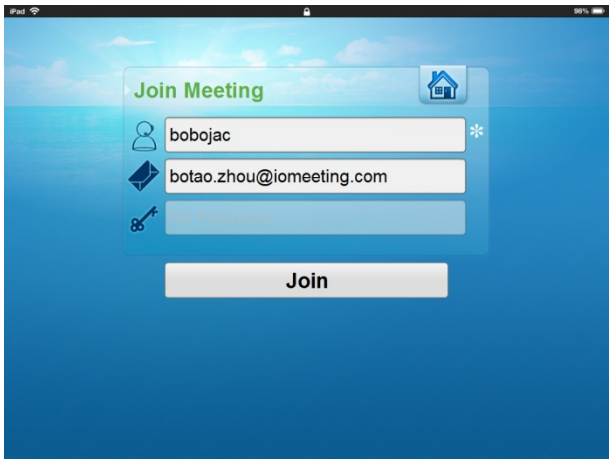
24.5 Use IOMeeting Touch to Join Meeting

Step 1: click on the button "Join Meeting", show the Meeting ID page;

Step 2: input meeting ID and server address, then click on "Next";



Step 3: input your name, your email (can be empty) and meeting password (if the meeting have password), then click on "Join";

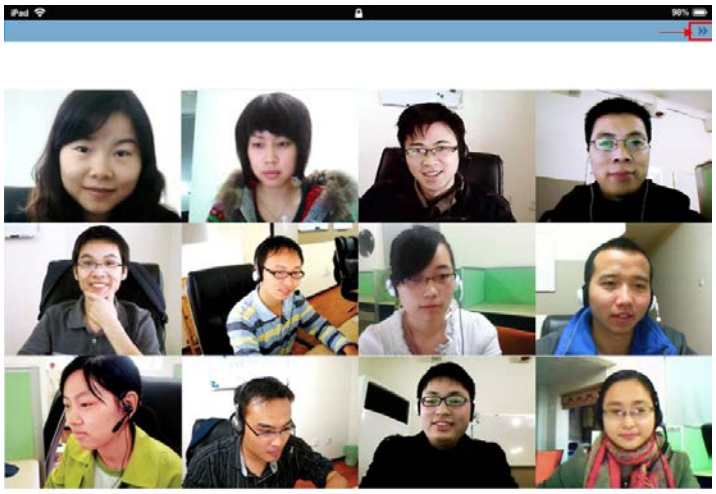


24.6 How To Use Video Panel

1 For three video meeting

Click on the collapse to hide the video panel:

2 For video wall meeting



Click on the collapse to hide the video panel:

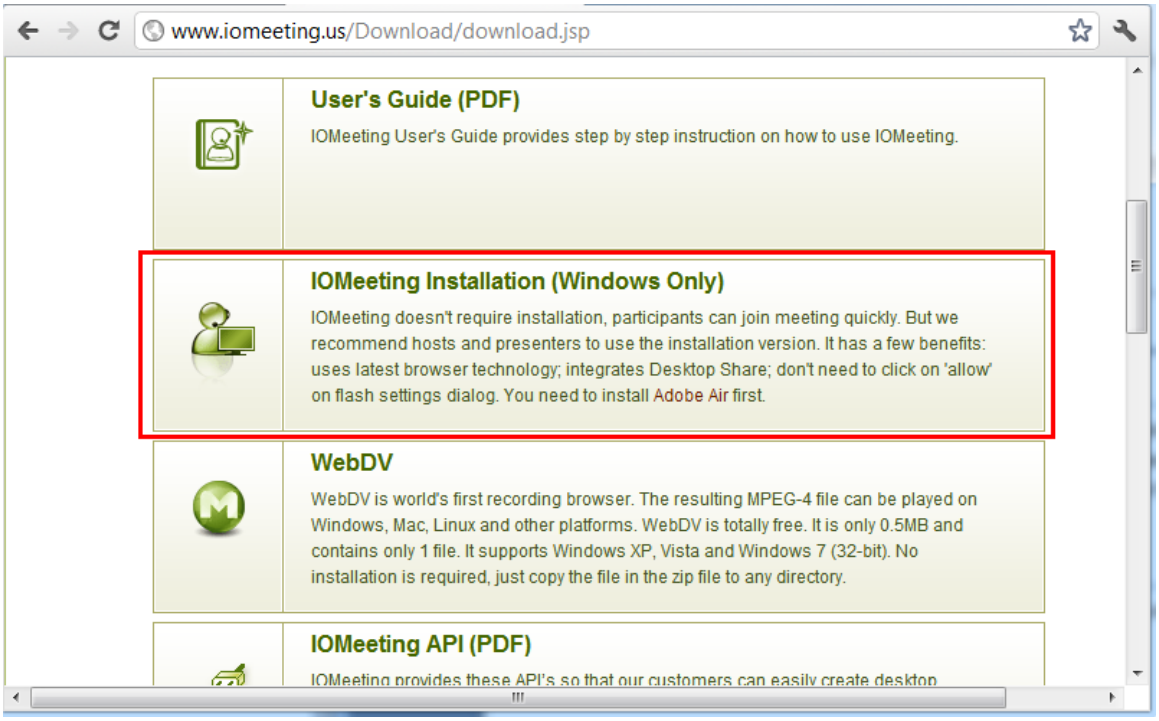
25 IOMeeting Installed Version (Windows Only)

25.1 Overview

IOMeeting doesn't require installation, participants can join meeting quickly. But we recommend hosts and presenters to use the installed version. It has a few benefits: uses latest browser technology; integrates Desktop Share; don't need to click on 'allow' on flash settings dialog.

25.2 How to Install

Visit http://www.iomeeting.us/Download/download.jsp, and **choose IOMeeting Installation (Windows Only)** to install.


www.iomeeting.us/Download/download.jsp
User's Guide (PDF)
IOMeeting User's Guide provides step by step instruction on how to use IOMeeting.
IOMeeting Installation (Windows Only)
IOMeeting doesn't require installation, participants can join meeting quickly. But we recommend hosts and presenters to use the installation version. It has a few benefits: uses latest browser technology; integrates Desktop Share; don't need to click on 'allow' on flash settings dialog. You need to install Adobe Air first.
WebDV
WebDV is world's first recording browser. The resulting MPEG-4 file can be played on Windows, Mac, Linux and other platforms. WebDV is totally free. It is only 0.5MB and contains only 1 file. It supports Windows XP, Vista and Windows 7 (32-bit). No installation is required, just copy the file in the zip file to any directory.
IOMeeting API (PDF)

25.3 How to Start/Join Meeting

The method of starting or joining a meeting using the installed version is the same as IOMeeting Touch Version.